

Principle of Commerce Icom Part 1 English Medium Chapter 23 Online Test

Sr	Questions	Answers Choice
1	Letters are folded by:	A. Folding machine B. Sealing machine C. Stapler machine D. All are correct
2	Due to machines, office work due becomes:	A. Easy B. Difficult C. Remains the same D. None of these
3	Typewriter is included in	A. Copying machines B. Calculating machines C. Communication machines D. None of these
4	The following is used for posting through posting machine:	A. Debit card B. Credit card C. Larger card D. None of these
5	The following has faster speed than hand typewriters:	A. Electric type machine B. Automatic type machine C. Photo state machine D. None of these
6	Not included in communication machines	A. Telephone B. Dictation machine C. Tele-printer D. Folding machine
7	Due to machines, office work due becomes	A. Easy B. Difficult C. Remains the same D. None of these
8	Messages are sent from one place to another immediately by:	A. Personal visit B. Telephone C. Tele-printer D. None of these
9	Typewriter was invented in:	A. 1870 B. 1873 C. 1973 D. None of these
10	The time recording machine is used in	A. Industrial concerns B. Colleges C. Hospitals D. All are correct
11	Success of a business office depends on	A. Bribery B. Workers C. Machines D. None of these
12	Typewriter was invented in	A. 1870 B. 1873 C. 1973 D. None of these
13	Messages are sent from one place to another immediately by	A. Personal visit B. Telephone C. Tele-printer D. None of these
14	According to work, the main types of machines	A. Two B. Three C. Four D. Five
15	According to work, the main types of machines:	A. Two B. Three C. Four D. Five

16	The machine of opening letters in business centers is called	A. Mail opener B. Folding machine C. Punching machine D. All are correct
17	The following is used for posting through posting machine	A. Debit card B. Credit card C. Larger card D. None of these
18	Due to office machines:	A. Saving of time and labour B. Convenience in work C. Increase in efficiency D. All of these
19	Typewriter is included in:	A. Copying machines B. Calculating machines C. Communication machines D. None of these
20	Exact copy of letter or document can be taken from:	A. Photo state machine B. Automatic typewriter C. Electric typewriter D. Type writer