

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

| Sr | Questions   | Answers Choice   |
|----|---|--|
| 1  | The following is used for posting through posting machine:    | A. Debit card<br>B. Credit card<br>C. Larger card<br>D. None of these                                  |
| 2  | Success of a business office depends on:                      | A. Bribery<br>B. Workers<br>C. Machines<br>D. None of these  |
| 3  | According to work, the main types of machines:                | A. Two<br>B. Three<br>C. Four<br>D. Five   |
| 4  | Due to office machines  | A. Saving of time and labour<br>B. Convenience in work<br>C. Increase in efficiency<br>D. All of these |
| 5  | The following has faster speed than hand typewriter           | A. Electric type machine<br>B. Automatic type machine<br>C. Photo state machine<br>D. None of these    |
| 6  | According to work, the main types of machines                 | A. Two<br>B. Three<br>C. Four<br>D. Five   |
| 7  | The machine of opening letters in business centers is called: | A. Mail opener<br>B. Folding machine<br>C. Punching machine<br>D. All are correct                      |
| 8  | Exact copy of letter of document can be taken from            | A. Photo state machine<br>B. Automatic type machine<br>C. Electric type machine<br>D. Type writer      |
| 9  | Messages are sent from one place to another immediately by    | A. Personal visit<br>B. Telephone<br>C. Tele-printer<br>D. None of these                               |
| 10 | The following has faster speed than hand typewriters:         | A. Electric type machine<br>B. Automatic type machine<br>C. Photo state machine<br>D. None of these    |
| 11 | How many types of copying machines                            | A. 3<br>B. 4<br>C. 5<br>D. 6   |
| 12 | Messages are sent from one place to another immediately by:   | A. Personal visit<br>B. Telephone<br>C. Tele-printer<br>D. None of these                               |
| 13 | The following is used for posting through posting machine     | A. Debit card<br>B. Credit card<br>C. Larger card<br>D. None of these                                  |
| 14 | Typewriter was invented in                                    | A. 1870<br>B. 1873<br>C. 1973<br>D. None of these  |
| 15 | Typewriter is included in                                     | A. Copying machines<br>B. Calculating machines<br>C. Communication machines<br>D. None of these        |

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| 16 | Not included in communication machines              | A. Telephone<br>B. Dictation machine<br>C. Tele-printer<br>D. Folding machine                   |
| 17 | Exact copy of letter or document can be taken from: | A. Photo state machine<br>B. Automatic typemachine<br>C. Electric typemachine<br>D. Type writer |
| 18 | The time recording machine is used in:              | A. Industrial concerns<br>B. Colleges<br>C. Hospitals<br>D. All are correct                     |
| 19 | Typewriter is included in:                          | A. Copying machines<br>B. Calculatingmachines<br>C. Communicationmachines<br>D. None of these   |
| 20 | Due to machines, office work due becomes            | A. Easy<br>B. Difficult<br>C. Remains the same<br>D. None of these                              |