

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

Sr	Questions	Answers Choice
1	According to work, the main types of machines	A. Two B. Three C. Four D. Five
2	Typewriter is included in	A. Copying machines B. Calculating machines C. Communication machines D. None of these
3	Messages are sent from one place to another immediately by	A. Personal visit B. Telephone C. Tele-printer D. None of these
4	Exact copy of letter of document can be taken from	A. Photo state machine B. Automatic type machine C. Electric type machine D. Type writer
5	Typewriter was invented in:	A. 1870 B. 1873 C. 1973 D. None of these
6	Typewriter was invented in	A. 1870 B. 1873 C. 1973 D. None of these
7	The following has faster speed than hand typewriters:	A. Electric type machine B. Automatic type machine C. Photo state machine D. None of these
8	Due to office machines:	A. Saving of time and labour B. Convenience in work C. Increase in efficiency D. All of these
9	The following has faster speed than hand typewriter	A. Electric type machine B. Automatic type machine C. Photo state machine D. None of these
10	The following is used for posting through posting machine	A. Debit card B. Credit card C. Larger card D. None of these
11	Typewriter is included in:	A. Copying machines B. Calculating machines C. Communication machines D. None of these
12	The machine of opening letters in business centers is called	A. Mail opener B. Folding machine C. Punching machine D. All are correct
13	The machine of opening letters in business centers is called:	A. Mail opener B. Folding machine C. Punching machine D. All are correct
14	Not included in communication machines	A. Telephone B. Dictation machine C. Tele-printer D. Folding machine
15	Success of a business office depends on:	A. Bribery B. Workers C. Machines D. None of these

16 Messages are sent from one place to another immediately by:
A. Personal visit
B. Telephone
C. Tele-printer
D. None of these

17 The following is used for posting through posting machine:
A. Debit card
B. Credit card
C. Larger card
D. None of these

18 The time recording machine is used in
A. Industrial concerns
B. Colleges
C. Hospitals
D. All are correct

19 Letters are folded by
A. Folding machine
B. Sealing machine
C. Stapler machine
D. All are correct

20 The time recording machine is used in:
A. Industrial concerns
B. Colleges
C. Hospitals
D. All are correct
