

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	The following is used for posting through posting machine	A. Debit card B. Credit card C. Larger card D. None of these
3	Typewriter is included in	A. Copying machines B. Calculating machines C. Communication machines D. None of these
4	Messages are sent from one place to another immediately by	A. Personal visit B. Telephone C. Tele-printer D. None of these
5	The time recording machine is used in:	A. Industrial concerns B. Colleges C. Hospitals D. All are correct
6	According to work, the main types of machines:	A. Two B. Three C. Four D. Five
7	Due to office machines	A. Saving of time and labour B. Convenience in work C. Increase in efficiency D. All of these
8	The machine of opening letters in business centers is called	A. Mail opener B. Folding machine C. Punching machine D. All are correct
9	Typewriter was invented in	A. 1870 B. 1873 C. 1973 D. None of these
10	Success of a business office depends on:	A. Bribery B. Workers C. Machines D. None of these
11	Due to office machines:	A. Saving of time and labour B. Convenience in work C. Increase in efficiency D. All of these
12	Typewriter is included in:	A. Copying machines B. Calculating machines C. Communication machines 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	The time recording machine is used in	A. Industrial concerns B. Colleges C. Hospitals D. All are correct
15	The following has faster speed than hand typewriters:	A. Electric type machine B. Automatic type machine C. Photo state machine D. None of these

16	Exact copy of letter or document can be taken from:	A. Photo state machine B. Automatic typemachine C. Electric typemachine D. Type writer
17	Success of a business office depends on	A. Bribery B. Workers C. Machines D. None of these
18	Typewriter was invented in:	A. 1870 B. 1873 C. 1973 D. None of these
19	How many types of copying machines	A. 3 B. 4 C. 5 D. 6
20	According to work, the main types of machines	A. Two B. Three C. Four D. Five
