

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

Sr	Questions	Answers Choice
1	Due to machines, office work due becomes	A. Easy B. Difficult C. Remains the same D. None of these
2	Letters are folded by	A. Folding machine B. Sealing machine C. Stapler machine D. All are correct
3	Success of a business office depends on	A. Bribery B. Workers C. Machines D. None of these
4	Typewriter was invented in:	A. 1870 B. 1873 C. 1973 D. None of these
5	Typewriter is included in:	A. Copying machines B. Calculating machines C. Communication machines D. None of these
6	The following is used for posting through posting machine	A. Debit card B. Credit card C. Larger card D. None of these
7	Exact copy of letter or document can be taken from:	A. Photo state machine B. Automatic typemachine C. Electric typemachine D. Type writer
8	Due to machines, office work due becomes:	A. Easy B. Difficult C. Remains the same D. None of these
9	Due to office machines:	A. Saving of time and labour B. Convenience in work C. Increase in efficiency D. All of these
10	According to work, the main types of machines	A. Two B. Three C. Four D. Five
11	According to work, the main types of machines:	A. Two B. Three C. Four D. Five
12	The time recording machine is used in	A. Industrial concerns B. Colleges C. Hospitals D. All are correct
13	Not included in communication machines:	A. Telephone B. Dictation machines C. Tele-printer D. Folding machines
14	Success of a business office depends on:	A. Bribery B. Workers C. Machines D. None of these
15	The following is used for posting through posting machine:	A. Debit card B. Credit card C. Larger card D. None of these

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16	How many types of copying machines	A. 3 B. 4 C. 5 D. 6
17	The time recording machine is used in:	A. Industrial concerns B. Colleges C. Hospitals D. All are correct
18	Due to office machines	A. Saving of time and labour B. Convenience in work C. Increase in efficiency D. All of these
19	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
20	Typewriter was invented in	A. 1870 B. 1873 C. 1973 D. None of these

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