

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

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