

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

Sr	Questions	Answers Choice
1	The following has faster speed than hand typewriters:	A. Electric type machine B. Automatic type machine C. Photo state machine D. None of these
2	Typewriter is included in:	A. Copying machines B. Calculating machines C. Communication machines D. None of these
3	The following is used for posting through posting machine:	A. Debit card B. Credit card C. Larger card D. None of these
4	The following has faster speed than hand typewriter	A. Electric type machine B. Automatic type machine C. Photo state machine D. None of these
5	Letters are folded by:	A. Folding machine B. Sealing machine C. Stapler machine D. All are correct
6	Due to machines, office work due becomes:	A. Easy B. Difficult C. Remains the same D. None of these
7	Messages are sent from one place to another immediately by:	A. Personal visit B. Telephone C. Tele-printer D. None of these
8	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
9	The time recording machine is used in	A. Industrial concerns B. Colleges C. Hospitals D. All are correct
10	Due to office machines	A. Saving of time and labour B. Convenience in work C. Increase in efficiency D. All of these
11	Messages are sent from one place to another immediately by	A. Personal visit B. Telephone C. Tele-printer D. None of these
12	The time recording machine is used in:	A. Industrial concerns B. Colleges C. Hospitals D. All are correct
13	According to work, the main types of machines:	A. Two B. Three C. Four D. Five
14	Exact copy of letter or document can be taken from:	A. Photo state machine B. Automatic typemachine C. Electric typemachine D. Type writer
15	Success of a business office depends on:	A. Bribery B. Workers C. Machines D. None of these

16	How many types of copying machines	A. 3 B. 4 C. 5 D. 6
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	The machine of opening letters in business centers is called:	A. Mail opener B. Foldingmachine C. Punchingmachine D. All are correct
20	Due to machines, office work due becomes	A. Easy B. Difficult C. Remains the same D. None of these
