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

Sr	Questions	Answers Choice
1	Success of a business office depends on	A. Bribery B. Workers C. Machines D. None of these
2	Not included in communication machines:	A. Telephone B. Dictation machines C. Tele-printer D. Folding machines
3	According to work, the main types of machines:	A. Two B. Three C. Four D. Five
4	The following is used for posting through posting machine:	A. Debit card B. Credit card C. Larger card D. None of these
5	The time recording machine is used in	A. Industrial concerns B. Colleges C. Hospitals D. All are correct
6	Not included in communication machines	A. Telephone B. Dictation machine C. Tele-printer D. Folding machine
7	Letters are folded by	A. Folding machine B. Sealing machine C. Stapler machine D. All are correct
8	Due to office machines	A. Saving of time and lobour B. Convenience in work C. Increase in efficiency D. All of these
9	According to work, the main types of machines	A. Two B. Three C. Four D. Five
10	The following has faster speed than hand typewriter	A. Electric type machine B. Automatic type machine C. Photo state machine D. None of these
11	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
12	The following has faster speed than hand typewiters:	A. Electric type machine B. Automatic type machine C. Photo state machine D. None of these
13	The following is used for posting through posting machine	A. Debit card B. Credit card C. Larger card D. None of these
14	The machine of opening letters in business centers is called:	A. Mail opener B. Foldingmachine C. Punchingmachine D. All are correct
15	Typewriter was invented in:	A. 1870 B. 1873 C. 1973 D. None of these

16	Success of a business office depends on:	A. Bribery B. Workers C. Machines D. None of these
17	Due to office machines:	A. Saving of time and labour B. Convenience in work C. Increase in efficiency D. All of these
18	Messages are sent from one place to another immediately by	A. Personal visit B. Telephone C. Tele-printer D. None of these
19	Due to machines, office work due becomes	A. Easy B. Difficult C. Remains the same D. None of these
20	The machine of opening letters in business centers is called	A. Mail opener B. Folding machine C. Punching machine D. All are correct