

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

Sr	Questions	Answers Choice
1	The following is used for posting through posting machine:	A. Debit card B. Credit card C. Larger card D. None of these
2	Success of a business office depends on:	A. Bribery B. Workers C. Machines D. None of these
3	Due to office machines:	A. Saving of time and labour B. Convenience in work C. Increase in efficiency D. All of these
4	Letters are folded by	A. Folding machine B. Sealing machine C. Stapler machine D. All are correct
5	Not included in communication machines:	A. Telephone B. Dictation machines C. Tele-printer D. Folding machines
6	According to work, the main types of machines	A. Two B. Three C. Four D. Five
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	Typewriter is included in:	A. Copying machines B. Calculatingmachines C. Communicationmachines D. None of these
9	Letters are folded by:	A. Folding machine B. Sealingmachine C. Staplermachine D. All are correct
10	Typewriter was invented in:	A. 1870 B. 1873 C. 1973 D. None of these
11	Due to machines, office work due becomes:	A. Easy B. Difficult C. Remains the same D. None of these
12	Success of a business office depends on	A. Bribery B. Workers C. Machines D. None of these
13	Typewriter was invented in	A. 1870 B. 1873 C. 1973 D. None of these
14	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
15	Typewriter is included in	A. Copying machines B. Calculating machines C. Communication machines D. None of these

---

16	According to work, the main types of machines:	A. Two B. Three C. Four D. Five
17	The time recording machine is used in	A. Industrial concerns B. Colleges C. Hospitals D. All are correct
18	How many types of copying machines	A. 3 B. 4 C. 5 D. 6
19	Messages are sent from one place to another immediately by:	A. Personal visit B. Telephone C. Tele-printer D. None of these
20	Due to office machines	A. Saving of time and labour B. Convenience in work C. Increase in efficiency D. All of these

---