

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

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

16	According to work, the main types of machines:	A. Two B. Three C. Four D. Five
17	Typewriter is included in:	A. Copying machines B. Calculating machines C. Communication machines D. None of these
18	Due to machines, office work due becomes:	A. Easy B. Difficult C. Remains the same D. None of these
19	Due to office machines:	A. Saving of time and labour B. Convenience in work C. Increase in efficiency D. All of these
20	Typewriter was invented in:	A. 1870 B. 1873 C. 1973 D. None of these
21	Not included in communication machines:	A. Telephone B. Dictation machines C. Tele-printer D. Folding machines
22	Success of a business office depends on:	A. Bribery B. Workers C. Machines D. None of these
23	The following has faster speed than hand typewriters:	A. Electric type machine B. Automatic type machine C. Photo state machine D. None of these
24	Exact copy of letter or document can be taken from:	A. Photo state machine B. Automatic typemachine C. Electric typemachine D. Type writer
25	The following is used for posting through posting machine:	A. Debit card B. Credit card C. Larger card D. None of these
26	The time recording machine is used in:	A. Industrial concerns B. Colleges C. Hospitals D. All are correct
27	Messages are sent from one place to another immediately by:	A. Personal visit B. Telephone C. Tele-printer D. None of these
28	Letters are folded by:	A. Folding machine B. Sealing machine C. Stapler machine D. All are correct
29	The machine of opening letters in business centers is called:	A. Mail opener B. Folding machine C. Punching machine D. All are correct