

Principle of Commerce Icom Part 1 English Medium Chapter 22 Online Test

Sr	Questions	Answers Choice
1	Office means a place where	A. Organization's records/papers are kept B. Workers take rest C. Visitors wait D. Clerical work is done besides keeping records
2	In a large business, a separate department is responsible for advertising the products. are called	A. Purchase department B. Sales department C. Advertising department D. Administrative department
3	The department is responsible for selling goods to the customers are called	A. sales department B. Purchase department C. Administrative department D. None of these
4	This department is responsible for purchasing goods and other items are called	A. Purchase department B. Sales department C. Advertising department D. Correspondence department
5	Choose the correct important departments in an office	A. Purchase department B. Sales department C. Advertising department D. All the above
6	How many qualities of an office workers	A. 3 B. 4 C. 5 D. 6
7	How many functions of an office	A. 12 B. 13 C. 14 D. 15
8	A unit where relevant records for the purpose of central planning and efficient management of the organization are prepared, handled and preserves are called	A. Office B. Chamber C. Both a and b D. None of these