

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

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

