

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

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