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

Sr	Questions	Answers Choice
1	Due to machines, office work due becomes:	A. Easy B. Difficult C. Remains the same D. None of these
2	Typewriter was invented in:	A. 1870 B. 1873 C. 1973 D. None of these
3	Due to office machines	A. Saving of time and lobour B. Convenience in work C. Increase in efficiency D. All of these
4	Typewriter is included in:	A. Copying machines B. Calculatingmachines C. Communicationmachines D. None of these
5	The time recording machine is used in:	A. Industrial concerns B. Colleges C. Hospitals D. All are correct
6	Due to machines, office work due becomes	A. Easy B. Difficult C. Remains the same D. None of these
7	Letters are folded by:	A. Folding machine B. Sealingmachine C. Staplermachine D. All are correct
8	Success of a business office depends on:	A. Bribery B. Workers C. Machines D. None of these
9	Success of a business office depends on	A. Bribery B. Workers C. Machines D. None of these
10	Typewriter was invented in	A. 1870 B. 1873 C. 1973 D. None of these
11	According to work, the main types of machines:	A. Two B. Three C. Four D. Five
12	The time recording machine is used in	A. Industrial concerns B. Colleges C. Hospitals D. All are correct
13	Due to office machines:	A. Saving of time and labour B. Convenience in work C. Increase in efficiency D. All 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	Typewriter is included in	A. Copying machines B. Calculating machines C. Communication machines D. None of these
17	The machine of opening letters in business centers is called:	A. Mail opener B. Foldingmachine C. Punchingmachine D. All are correct
18	Messages are sent from one place to another immediately by	A. Personal visit B. Telephone C. Tele-printer D. None of these
19	Not included in communication machines	A. Telephone B. Dictation machine C. Tele-printer D. Folding machine
20	Messages are sent from one place to another immediately by:	A. Personal visit B. Telephone C. Tele-printer D. None of these