

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 05 Jan 2019 English 30-WPM BATCH-102
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	In one TAB_____ distance.	1 Inch	1.5 Inch	0.5 Inch	0.5 CM	C
2	which of the following is not valid option in Email?	Send	Create	Attachme nt	Compose	B
3	Who provided Gmail service ?	Browser	Google	Microsoft	Server	B
4	Boot virus spoils _____ on hard disk	Pen Drive	Boot Sector	Memory Card	Song CD	B
5	Search Engine is used to get information from Internet.	TRUE	FALSE			A
6	Vertical alignment is done by using alignment button on _____	toolbar	taskbar	menu	title	A
7	_____. View helps to set outline of current document.	Page Layout	Web Layout	Outline View	Normal	C
8	screenshot option is found in _____ tab in MS Word 2010 .	home tab	view tab	page layout tab	insert tab	D
9	Use _____. Key combination for undo command.	Ctrl+P	Ctrl+Z	Ctrl+A	Ctrl+W	B
10	ctrl+R is used for Right Alignment	TRUE	FALSE			A
11	'Σ' is a sign of Auto sum	TRUE	FALSE			A
12	The Name of the Sheets in Workbook can be changed	TRUE	FALSE			A
13	Total() function in MS Excel 2010 will add the numbers from given cells.	TRUE	FALSE			B
14	With _____ Option Current System Date get inserted in cell	Date()	Set Date()	Current Date ()	Today()	D
15	Which is not a function in MS Excel 2010 ?	proper()	sumif()	largest()	round()	C
16	Speaker note can be added in Presentation by user.	TRUE	FALSE			A
17	To insert chart on slide use chart command given in _____ Tab.	Home	Insert	View	Animation	B
18	In slide sorter view we can change the _____ of the slide	Sequence	Area	Font	Size	A
19	Each entity (page) of PowerPoint is referred as	Slide	Page	Sheet	None of these	A

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PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
20	In PowerPoint thesaurus is available under ribbon.	Home	Insert	Review	Slide Show	C
21	File Management involves operations such as open, copy, delete files	TRUE	FALSE			A
22	Computers having Transistors are _____... Generation Computers.	First	Second	Fifth	Fourth	B
23	DVD has more storage capacity than CD.	TRUE	FALSE			A
24	File is a 'Set of Data'	TRUE	FALSE			A
25	To copy a file or folder on pen drive, we select _____ option.	New	select	send to	edit	C