

**MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE**  
**OBJECTIVE QUESTION**  
**GCC - TBC 30-WPM 05 Jan 2019 English 30-WPM BATCH-103**  
**PROVISIONAL ANSWER KEY**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	In computer O & 1 are those	Data	Numbers	Binary Digits	Program	C
2	CRT Means	Cathode Ray Tube	Cash Ray Tube	Cathode Read Tube	Cathode Red Tube	A
3	On internet for Government purpose which type of domain is used	edu domain	mil domain	gov domain	com domain	C
4	Calculator like number keys on keyboard are called as	Toggle Keys	Navigatio n Keys	Numeric Keypad	None of these	C
5	From which Sound and images can transferred through ?	Excel	Word processor	Image Editor	E-mail	D
6	_____ Number of minimum lines you can Drop in Drop Cap option .	1	3	4	5	B
7	In ms-Word what Ribbon do you find where you can add a chart?	Insert	view	page layout	home	A
8	We can delete typed matter from _____	header and footer	taskbar	menu	None of these	A
9	_____key is used remove a letter before the cursor.	Arrow Key	Backspace	Delete	cut	B
10	In MS-Word document having _____ no. of type of margins.	2	4	3	5	B
11	In MS Excel 2010 which function returns the smallest value from the set of values?	small()	lowest()	min()	smaller()	C
12	MS Excel 2010 is powerful _____	spreadsheet package	operating system	programming language	All of these	A
13	Help option is available in _____ Menu	Insert	File	View	Tools	B
14	Where you find the option set print area in MS Excel 2010 ?	home tab	insert tab	page layout tab	view tab	C
15	In MS Excel 2010 a spreadsheet, what will be name of the 5th row and 5th column cell ?	E5	5E	E6	D5	A
16	As soon as clipart in inserted, free rotate button / option is available.	TRUE	FALSE			A

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17	Changes to _____ slide make it all automatically in slides.	First slide	Slide Master	Main slide	Last Slide	B
18	State.pptx file is _____.... type of file.	MS Word	MS Excel	MS PowerPoint	MS Access	C
19	To remove animation from a slide _____ option is selected.	all	none	set	None of these	B
20	The current slide no. can be seen on the _____ bar.	Title	Slider	Sorter	Status	D
21	Email is a way of sending and receiving messages using a computer	TRUE	FALSE			A
22	_____option is used to rename a file or folder in Windows 7.	Paste	Change	Del	Rename	D
23	A file having .MIDI extension represents _____ file.	Audio	Video	Image	MS-Word	A
24	E-Mail is used to communicate over the Internet.	TRUE	FALSE			A
25	In E-Mail BCC stands for _____	Brown carbon copy	Black carbon copy	Blind carbon copy	Blind copy to copy	C