

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 07 Jan 2019 English 30-WPM BATCH-202
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Electronic parts of computer are fit in C.P.U. cabinet.	TRUE	FALSE			A
2	Flash drive means _____.	Pen Drive	Cd/Dvd	Harddisk	None of these	A
3	We can generate output without processing input	TRUE	FALSE			B
4	Where you can type the address of website in Internet Explorer?	Menu bar	Address bar	Formula bar	Standard bar	B
5	_____ is extension of Notepad file.	.docx	.xlsx	.pptx	.txt	D
6	Which of the following position is not available for fonts on MS-Word ?	Normal	Raised	Lowered	Centered	D
7	Headers and footers are displayed in _____ view	Print Layout	Web Layout	Normal	outline	A
8	In MS-Word 2010 how do you insert a text box in a document	Insert - Tools	Insert - Object	Insert - Text Box	Insert - Picture	C
9	We can not change paper size in MS-Word	TRUE	FALSE			B
10	_____ is not a font style.	Bold	Italics	Regular	Superscript	D
11	Which function in MS Excel 2010 converts the text into small case ?	=upper()	= lowercase() ()	=caps()	= lower()	D
12	Serial A-Z means Ascending Sorting of text.	TRUE	FALSE			A
13	In Ms Excel-2010 total _____ Rows are in one Worksheet	1048576	12,25,000	15,23,000	18,20,000	A
14	The option of increase Font is available in _____	Font size	View	Page Layout	Home	A
15	In Excel _____ is shortcut to make cell content italic	Ctrl + I	Ctrl + O	Alt + I	Alt + O	A
16	There are _____ Text alignment available in powerpoint.	4	6	1	3	A
17	The zoom slider in PowerPoint can be seen on _____ bar.	Status	Title	Menu	File	A
18	There are _____ types of Master available in PowerPoint	1	2	3	4	C

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 07 Jan 2019 English 30-WPM BATCH-202
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
19	Fly from left Bottom is effect.	Animation	Action	Background	None of these	A
20	Which key on the keyboard can be used to view slide show?	F1	F5	F10	F2	B
21	in Windows 7, _____key cancels the current task.	Delete	Alt	Esc	Shift	C
22	Sent Email is shown _____ Folder.	Inbox	Sent Mail	Spam	Outbox	B
23	_____ E-Mails are shown in trash menu.	Sent	Inbox	Delete	Draft	C
24	To show Educational site _____ domain code is used.	edu	com	gov	net	A
25	_____ Email Server is developed by Microsoft Company	Hotmail	Yahoo mail	Gmail	None of these	A