

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**GCC - TBC 30-WPM 08 Jan 2019 English 30-WPM BATCH-301**  
**PROVISIONAL ANSWER KEY**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	1 Gigabyte = _____	1000 Kilo Byte	1024 Mega Byte	1024 Tera Byte	1024 Bytes	B
2	Capacity of dvd is _____	700 Mb	4.7 Gb	10 Gb	None of these	B
3	Which of the following is the search Engine?	WWW	Google	HTML	HTTP	B
4	Flash drive has _____ port.	Ps/2	Lan	Usb	None of these	C
5	What appears first when you click of the browser program?	Next page	Previous page	Home page	Main page	C
6	We can view the names of files that are used recently in the _____ option.	templates	open	recent	None of these	C
7	In left alignment the matter is streched towards left margin.	TRUE	FALSE			A
8	In MS-Word name of the document is displayed on _____.	status bar	formula bar	scroll bar	title bar	D
9	Use _____. Key to select only one character on right side of curser.	Ctrl + ←	Shift + →	Ctrl + →	Shift + ←	B
10	You can see page number in _____ view	Home	Normal	Web layout	Print Layout	D
11	To Save Workbook use _____	Ctrl + A	Ctrl + S	Shift + F5	Ctrl + F2	B
12	By using Exit option, what action is done in Excel	Quit Excel	Open Excel	Close file	Open file	A
13	To _____..... to the begining of worksheet Ctrl + Home key is used.	move	split	merge	None of these	A
14	In Excel We can use arrow keys with _____.Key to select range.	Alt	Ctrl	Enter	Shift	D
15	Which tab in MS Excel 2010 contains conditional formatting button?	File tab	data tab	home tab	view tab	C
16	We can include a title and content slide in _____	Access	Word	PowerPoint	Excel	C
17	To create new presentation _____ command is used	Open	Recent	New	Close	C
18	You cannot view Ruler in PowerPoint.	TRUE	FALSE			B

**MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE**  
**OBJECTIVE QUESTION**  
**GCC - TBC 30-WPM 08 Jan 2019 English 30-WPM BATCH-301**  
**PROVISIONAL ANSWER KEY**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
19	Header and Footer options are given in _____ - tab.	Windows	Insert	Slide Show	Format	B
20	In PowerPoint's from Status bar we can get _____	current slide no	current slide theme	View buttons	All of these	D
21	Is it possible to reply to E-Mail, by clicking on compose button?	It's not possible	It is possible	Sometimes its possible	None of these	A
22	Forwarding and replying to an Email is the same thing.	TRUE	FALSE			A
23	In Windows 7, _____ - is used to present commands to user.	Status Bar	Menu Bar	Scroll Bar	Address Bar	B
24	It is possible to get infected by a virus via E-Mail	TRUE	FALSE			A
25	We can differentiate between Files having same names by their _____	Abstraction	Compression	Extension	Orientation	C