

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 08 Jan 2019 English 30-WPM BATCH-302
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	The worldwide Interconnected system of a computer network is	Internet	Newsgroup	Bulletin Board	Shareware	A
2	Information on hard disk is stored by _____	Laser	Electro-Magnetic Feature	Burning	None of these	B
3	What is required to connect our computer with internet	CD Drive	Modem	Pen Drive	DVD	B
4	_____ Are types of micro computers.	Desktop	Laptop	Handheld	All of these	D
5	What is used to see the world wide website?	Web server	Web Browser	Microsoft Word	Microsoft PowerPoint	B
6	We can _____ in MS-Word 2010.	table draw	insert table	insert picture	All of these	D
7	_____ is the shortcut key for closing document in MS-Word	CTRL+A	CTRL+Z	CTRL+Y	CTRL+W	D
8	MS-Word is a _____ based Application	Windows 7	Windows XP	Windows 8	All of these	A
9	Ctrl + C means _____	Copy the selected text	Cut the selected text	Print the selected text	Paste the selected text	A
10	MS-Word Application developed by	Oracle	Microcraft	Microsoft	None of these	C
11	SUM function adds numbers in the range of cells	TRUE	FALSE			A
12	We can enter data into the cells in _____ format	Font	Bold	Text Format	Italic Format	C
13	What is default zoom % in MS Excel 2010 ?	1	80	100	110	C
14	Which of the following correct chart type available in MS Excel 2010 ?	doughnut	column	Scatter	All of these	D
15	What is keyboard shortcut used to go to next worksheet in MS Excel 2010?	Ctrl+ >	Ctrl+end	Ctrl+Page down	Ctrl+home	C
16	User can add _____ files in presentation	Audio	Video	Image	All of these	D
17	To exit from a slide show we can right click and select	End show	Next	Previous	Exit	A
18	If you make the changes in _____ slide the changes automatically apply to whole slides.	Slide Show	Slide sorter	Slide Master	None of these	C

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19	To select the content of whole slide _____ key is used.	Ctrl+A	Ctrl+V	Ctrl+C	Ctrl+D	A
20	If the current slide gets full then new slide has to be inserted	Manually	Automatically	Directly	None of these	A
21	_____ Means to shows some commercial information web site.	gov	net	edu	com	D
22	Which of the following is used to search content online?	Social networks	Search engine	Screeners	Routers	B
23	An E-Mail program's can stored E-Mail addresses in	Address Book	Inbox	Spams	Outbox	A
24	Dot matrix printer is also known as _____	Character Printer	Line Printer	Curve Printer	Laser Printer	A
25	Both the POP and IMAP are used to retrieve Email.	TRUE	FALSE			A