

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 08 Jan 2019 English 30-WPM BATCH-303
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	In Gmail conversation is bold format are which type of message	read	starred	Unread	None of these	C
2	Which is not an Email component?	cc	bcc	ABC	subject	C
3	In windows 7 shortcut key for help is	Esc	Help	F1	Del	C
4	The full form of E-mail is	Electronic mail	Electronic message	Electrical mail	None of these	A
5	WWW stands for Whole World Web	TRUE	FALSE			B
6	_____ is not valid version of MS Office	Office XP	Office Vista	Office 2007	None of these	B
7	We can do _____ using only MSWord .	spelling check	change font colour	type words	All of these	D
8	Cut-Paste and Copy-Paste are the same	COMMAN DS	PROCES SES	TAGS	None of these	B
9	To find any character or word in document use _____ Commands.	Edit	Find	Enter	Go To	B
10	By using _____ option we can change any word or sentence with new.	Go To	Find and Replace	Spelling and Grammer	All of these	B
11	To change paper size _____ Option is used.	File Setup	Print Setup	Page Setup	Document Setup	C
12	The default file name of workbook file in MS Excel 2010 is book1	TRUE	FALSE			A
13	To save a Workbook, you press _____	Ctrl + S	Ctrl+F5	Shift + S	Shift + F5	A
14	With ____ Function , we get Minimum value in range.	sum()	Min()	Average()	Max()	B
15	To find largest number in cell range _____function is used.	Count()	Max()	Min()	Round()	B
16	A new presentation can be created from _____	Blank presentati on	Existing presentati on	Design template	All of these	D
17	You cannot crop picture in PowerPoint.	TRUE	FALSE			B

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18	Slide Orientation command is available in _____ tab in Powerpoint.	Home	Design	Transition	View	B
19	In PowerPoint the duration is inside _____ group.	Timing	Font	Presentation Views	Page setup	A
20	Slide Views that are available in View tab under _____ group.	slide show	Presentation	Normal	Notes Page	B
21	AVI stands for _____....	Actual Video Interface	Audio Varying Interface	Auto Video Interaction	Audio Video Interface	D
22	_____ means handling operations related to files and folders.	File Management	Memory Management	Hardware Management	Software Management	A
23	You can send _____ with E-Mail, by uploading it.	Attachment	Reply	Signature	None of these	A
24	Any unwanted or unsolicited Email is spam	TRUE	FALSE			A
25	Server give the permission to client to share _____ On the networks	Web Browser	Hyperlink	Resources	Metro Area Network	C