

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 09 Jan 2019 English 30-WPM BATCH-401
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Size of file name extension in windows is _____ characters.	3-4	1-2	100-150	None of these	A
2	In computers cu means _____	Common Unit	Cost Unit	Camera Unit	Control Unit	D
3	Extension of executable file is	.Txt	.Pptx	.Docx	.Exe	D
4	In email account Where we can see the sending emails?	Spam	Trash	Inbox	Sent mail	D
5	Win-7 is _____ type interface of O.S.	GUI	CUI	Unix base	None of these	A
6	Copy and Paste operation can be used to move a block of text.	TRUE	FALSE			B
7	Word shows page orientation in tab	layout tab	page layout tab	view tab	home tab	A
8	_____key is used to start a new paragraph in MS-Word	Down Cursor key	Enter Key	shift+enter	ctrl+enter	B
9	We can't Insert Clipart Picture, Images in MS-Word 2010	TRUE	FALSE			B
10	Press _____ Keys to select the complete word.	Ctrl + Shift + -->	Ctrl + Shift + <--	Alt + Shift + -->	Alt + Shift + <--	A
11	In MS-Excel _____ sign must be given before any formula.	#	%	*	=	D
12	Which is a correct answer for =round(123.94,1) in MS Excel 2010 ?	123.9	124	124.5	123.95	A
13	At the Left side of the Zoom Slider, we see _____ Bar	Scroll bar	Title Bar	Task Bar	Status Bar	D
14	In MS Excel 2010 what is keyboard shortcut to close file?	Ctrl+f4	alt+m	shift+f	alt+f	A
15	How many types of Orientation are available in MS-Excel?	One	Two	Three	Four	B
16	In Powerpoint Header and Footer Option is available in _____ Tab.	Home	Insert	View	Review	B
17	We cannot create another copy of a slide in PowerPoint.	TRUE	FALSE			B

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18	In Powerpoint Photo Album Option is available in Tab.	Home	Insert	View	Review	B
19	The order of the slides cannot be changed.	TRUE	FALSE			B
20	Header and Footer Option is given in _____... Tab.	Edit	Insert	View	Window	B
21	If we want to delete unwanted mail, we need to click on Button.	Delete	Reply	Forward	Compose	A
22	Which one of the following is correct E-Mail address?	@gmail.com	myE-Mail@gmail.com	myE-Mail@gmail	myE-Mail.gmail@com	B
23	The list of people you interact with E-Mail is called	Contact list	Address book	Mailing list	Receivers list	A
24	_____ is NOT a gadget provided by Windows 7.	Calendar	Clock	Currency	MS-Word	D
25	Third Generation computers were used in period	1940 To 1956	1956 To 1963	1963 To 1971	1971 To 1990	C