

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 10 Jan 2019 English 30-WPM BATCH-502
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Internal Hard disk is also called as _____	Magnetic Diskette	DVD	Fixed Disk	Floppy Disk Drive	C
2	Virus spread using infected	Pen Drive	Cd/Dvd	Lan	All of these	D
3	On Internet by using browser information shows on page is called as	Web site	Document	Web page	Spreadsheet	C
4	Data received from input device is first stored in _____ unit of CPU	Control	Memory	ALU	Logic	B
5	Text messages send through network is _____	Fax messages	Documents	Email messages	None of these	C
6	In MS-Word, we can use bookmarks, Footnote, Endnote.	TRUE	FALSE			A
7	The software used for the purpose of Document creation is called as	Excel Processor	PowerPoint	Word Processor	Window	C
8	_____ is used for performing menu operations through GUI	Toolbar	Taskbar	Stock chart	None of these	A
9	_____ command is present in home tab	sort	page number	margin	orientation	A
10	Generally _____ Alignment is used for paragraph having more than one line.	Left	Right	Center	Justify	B
11	Which is not a function supported in MS Excel 2010 ?	lcase()	upper()	lower()	proper()	A
12	The name of the sheets in workbook can not be changed.	TRUE	FALSE			B
13	MS-Excel is _____ type of Application Software.	Word Processor	Spreadsheet	Image Editor	Presentation Maker	B
14	In Worksheet each cell has assigned by one address.	TRUE	FALSE			A
15	_____ data type cannot be used as a data cell.	Text	Formula	Tree	Number	C
16	Shape Effect command is available in _____ group in PowerPoint	Font	Paragraph	Drawing	Editing	C
17	From which tab we can insert a audio?	Home	View	Insert	Review	C

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PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
18	We can insert Object like _____ in a slide from insert tab.	Shapes	Text	Document	Slide	A
19	We can provide date and time to slides	TRUE	FALSE			A
20	You can insert _____ in PowerPoint Presentation.	Clipart	Chart	Shapes	All of these	D
21	File Compression Utility program _____ the file size.	Increases	reduces	keeps as it is	None of these	B
22	_____ Is an application software.	Internet Explorer	Interpreter	Complier	Hyperlink	A
23	in Windows 7, _____ key combination closes the active program.	Ctrl + X	Alt + Enter	Shift + F4	Alt + F4	D
24	_____ Is the biggest Network in the world.	LAN	MAN	WAN	Internet	D
25	While composing E-Mail, we _____ need to type the E-Mail id.	Never	Always	Sometimes	None of these	B