

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 11 Jan 2019 English 30-WPM BATCH-603
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Sd in memory card stands for	Safe Disk	Secure Digital	Safe Digital	None of these	B
2	Alphabetically sorting of icons is done using sort by _____ command.	By name	By Item	By size	By date	A
3	Normally, capacity of pen drive is	20 MB	10 TB	8 GB	21 TB	C
4	HTML stands for Hypertext Manual Language.	TRUE	FALSE			B
5	By opening different websites to get information is called as	Checking	Uploading	Surfing	Downloading	C
6	When we click outside of Word Art text box the typed Word Art gets fixed	TRUE	FALSE			A
7	We can get cut button under Tab	home	insert	view	help	A
8	Where can you change the vertical alignment?	Formattin g toolbar	Paragraph dialog box	Page Setup dialog box	Standard toolbar	C
9	We can do alignment of text by left,right,_____,justified	center	up	down	None of these	A
10	Grammar mistakes are underlined by _____ color line.	Yellow	Blue	Red	Green	D
11	In Excel Ctrl + U Command is used for	Bold	Italic	Underline	Paste	C
12	With text orientation Option we can rotate text in cell.	TRUE	FALSE			A
13	Which option from file menu is used to close excel window?	close	stop	exit	end	D
14	Scatter is one of the type of chart in Excel.	TRUE	FALSE			A
15	Only _____ is provided in chart Sheet type of Sheet.	Workshee t	Macroshe et	Graph	All of these	C
16	Header and Footer are not available in PowerPoint	TRUE	FALSE			B
17	You can create Database in MS PowerPoint	TRUE	FALSE			B
18	_____ view is useful to create a slide	Outline	Normal	Print Layout	None of these	B
19	_____ Layout can be used to insert picture with its description.	Comparis on	Title Slide	Picture with Caption	None of these	C

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 11 Jan 2019 English 30-WPM BATCH-603
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
20	To go to previous slide press _____... key.	Slide Number + Enter	Pg Up	Home	Enter	B
21	_____ means contains some education information.	edu	com	gov	net	A
22	Is it possible to delete E-Mail, by clicking on forward button?	It's not possible	It is possible	Sometimes its possible	None of these	A
23	We can see the icon on desktop after _____	Downloading	Surfing	Attachment	Installation	D
24	Pressing key F2 in Windows 7 will allow _____	Refreshing window	Renaming selected item	Removing item	Copying item	B
25	SMTP is used for sending Email	TRUE	FALSE			A