

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 11 Jan 2019 English 30-WPM BATCH-605
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Which is the information retrieval tool on the internet?	data	client	Gopher	server	C
2	Scroll lock, caps lock, num lock keys are called as _____	Toggle Keys	Combination Keys	Function Keys	None of these	A
3	For internet connection which of this device is used?	Router	Modem	Server	Printer	B
4	Handheld PC and Smartphone are different.	TRUE	FALSE			B
5	Which of the following is the correct Email Address	abc@gmail	www.abc.gmail	abc.gmail.com	abc@gmail.com	D
6	Ctrl+Y is the key used for	Cut	Paste	Undo	Redo	D
7	_____ Line spacing is invalid in MS-Word.	Multiple	Single	Double	Triple	D
8	Basic shapes comes under _____ tab	Home	View	Insert	Page Layout	C
9	The typed matter gets stored in _____ before it being saved in new file.	Hard Disk	ROM	Floppy disk	RAM	D
10	In Word 2010 1.25 is the default value of	width	margin	height	length	B
11	Where we find the format table option in MS Excel 2010 ?	insert tab	Home tab	page layout tab	data tab	B
12	Open, Save, Undo, Redo etc. options can be part of ?	review tab	data tab	Quick Access Toolbar	Page layout tab	C
13	Last column of the worksheet window is XFD.	TRUE	FALSE			A
14	In MS Excel 2010 a spreadsheet, what will be name of the 7th row and 4th column cell ?	D4	G4	D7	G7	C
15	Where we find AutoSum button in MS Excel 2010?	File tab	Home tab	Insert tab	Review tab	B
16	File name is displayed at _____ in PowerPoint.	Menu Bar	Status Bar	Ribbons	Title Bar	D
17	Align Text command is available in _____ group in PowerPoint	Clipboard	Slides	Font	Paragraph	B
18	In PowerPoint _____ view text matter can be seen level wise.	Normal	Reading	Outline	Notes	C

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19	To Insert chart _____ Command is used.	Insert Chart	Insert Picture	Insert Wordart	Table	A
20	In PowerPoint default view is _____.	Slide Show	Slide Sorter	Normal	Notes Pages	C
21	A search engine is used to get information from _____	Internet	MS Office	Browser	Gmail	A
22	_____... is NOT a valid measurement unit of computer memory	KB	MB	GB	VB	D
23	In Windows 7, pressing Ctrl + V will _____....	Copy selected item	Cut selected item	Paste selected item	Delete selected item	C
24	Outlook is Email Client	TRUE	FALSE			A
25	In network data transfer rate is measured in Bond Rate.	TRUE	FALSE			B