

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 12 Jan 2019 English 30-WPM BATCH-701
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	1 TB =	100 MB	100 GB	1024 MB	1024 GB	D
2	Which of the following button is used to give response to receiving mails	reply	send	create	compose	A
3	Baud Rate is measured in	Bits per second	Bytes pe Second	Bits per minute	Bytes per minute	A
4	Google chrome Browser develop by Microsoft Corporation.	TRUE	FALSE			B
5	GB Means Giga bytes.	TRUE	FALSE			A
6	By using _____option we can see the size of the document on screen	Font	zoom	Height	weight	B
7	_____ Tab in MSWord can be used to change character size and typeface?	View	Tools	Format	Data	C
8	Which operation you will perform if you need to move a block of text?	Copy and Paste	Cut and Paste	Paste and Delete	Paste and Cut	B
9	To cancel any open dialog box Key can be used.	Ctrl	Esc.	Alt	Shift	B
10	If you want to lift up the characters from the word then button is used	lower case	upscript	subscript	superscript	D
11	Which group allows you to give underline in MS Excel 2010 ?	clipboard group	editing group	cells group	font group	D
12	What we call to sheet if only graph is inserted in it in MS Excel 2010 ?	graph sheet	chart sheet	macrosheet	microsheet	B
13	Autosum button is available in data tab in MS Excel 2010 .	TRUE	FALSE			B
14	In MS Excel 2010 the active cell is indicated by_____	dotted border	red color	blinking border	a dark wide border	D
15	Page break is viewed in _____ view MS-Excel .	Normal	Page Break Preview	Print Break Preview	Form	B
16	Layout of the default presentation is Two Content.	TRUE	FALSE			B
17	Title only slide can be included in PowerPoint.	TRUE	FALSE			A
18	The option to add images to presentation is given in Tab.	Edit	View	Home	Insert	D

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19	To create a new presentation by clicking File Menu _____ -- -- option	File	Open	New	Save	C
20	_____ is Power Point file extension.	.docx	.pptx	.mdb	.bmp	B
21	_____ were used in third generation computers.	Vacuum Tubes	Transistors	Integrated Circuits	Microprocessors	C
22	Usually memory capacity of Blank DVD is _____ ...	200 GB	1 TB	4.7 GB	100 GB	C
23	A file having .BMP extension represents _____ file.	Text	MS-Excel	Audio	Image	D
24	Digital computers work on _____	Values	Binary number system	alphabets	functions	B
25	Forwarding E-Mail means sending _____	Delete E-Mail	Received E-Mail	Composed E-Mail	None of these	B