

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 12 Jan 2019 English 30-WPM BATCH-702
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Which File type can not be attached with E-mail?	.pdf	.doc	.jpg	.exe	D
2	Ctrl + O used for _____	Open a File	Copy a file	Print a file	New File	A
3	Permanent Memory is also called as Secondary Memory	TRUE	FALSE			A
4	_____ Are faster than micro computers	Mainframe Computer	Mini Computer	Micro Computer	Hybrid Computers	B
5	Virus was first detected in year.	1900	1950	2000	2017	B
6	After clicking on _____ in documents, resizing handles are appeared around it.	Paragraph	Scroll Bar	Text	Pictures	D
7	In Ms-Word you specify the save details of your file in _____ dialog box	save the file as	File save	Save As	None of these	C
8	Ctrl+E not used for Center align	TRUE	FALSE			B
9	Page orientation effect of printing the document Vertically is	Landscap e	Orientatio ns	preview	Portrait	D
10	_____ key is used to remove one letter next to the cursor position	Home	End	Backspace	Delete	D
11	The button beside the 'Font size' is 'Increase Font'	TRUE	FALSE			A
12	Pressing Enter key cell moves to ---	Next row	Right	Left	Up	A
13	Where you find Delete sheet option in MS Excel 2010 ?	Insert tab	Home tab	tools tab	erase tab	B
14	The name box in MS Excel 2010 shows name of worksheet.	TRUE	FALSE			B
15	Which are the predefined types of margins available in MS Excel 2010 ?	normal	wide	narrow	All of these	D
16	Background Styles command is available in _____ tab in PowerPoint	Home	Insert	Transition	Design	D
17	Header and Footer command is available in _____ tab in PowerPoint	Home	Insert	Transition	View	B
18	Maximum _____ % zoom available in PowerPoint	100	200	400	800	C

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 12 Jan 2019 English 30-WPM BATCH-702
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
19	_____ various Transitions available in MS - PowerPoint.	Shred	Switch	Flip	All of these	D
20	MS-PowerPoint is useful for	Teaching	Marketing	Animation	All of these	D
21	Inbox, Sent Item, Draft, Trash etc. are the option of _____ system.	WWW	E-Mail	URL	None of these	B
22	URL is nothing but a	Web address	Client Address	Server Address	Search engine	A
23	A search engine is used to get _____ from internet.	information	Connection	Files	None of these	A
24	A file having .PPTX extension represents _____ file.	MS Excel 2010	MS-PowerPoint 2010	MS-Word 2010	None of these	B
25	Software which prevents external access to a system is called	Fire Wall	Gateway	Router	Virus Checker	A