

**MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE**  
**OBJECTIVE QUESTION**  
**GCC - TBC 30-WPM 12 Jan 2019 English 30-WPM BATCH-704**  
**PROVISIONAL ANSWER KEY**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Automation is one of the characteristics of computer	TRUE	FALSE			A
2	Date and time is displayed at _____ of desktop.	Right Bottom	Left Bottom	Top Left	Top Right	A
3	Mechanical Mouse is the types of mouse.	TRUE	FALSE			A
4	In Email an attachment can be _____	Documents	Audio files	Video files	All of these	D
5	To get information from different website is called _____	Networking	Data finding	Surfing	Information searching	C
6	_____ option will be used for desired type of the Drop Cap.	cap	Drop	Caption	Drop Cap	D
7	F2 key is used to _____ the selected item	rename	delete	update	None of these	A
8	Which feature do you use to create a newspaper like document	Bulleted and Numbering	Tables	Columns	Tab stops	C
9	In MS-Word Bold,Italic,Regular are known as _____	Font effects	word art	text effects	font styles	D
10	Save option is used to make duplicate copy of a file	TRUE	FALSE			B
11	_____ Collection is called as Workbook.	Worknote-Book	Work Document	Chart Book	Worksheet	D
12	List of different font is given under Drop down Arrow of Button.	Insert	Formulas	Font	Data	C
13	Which group allows you to apply border to cells in MS Excel 2010 ?	border group	editing group	font group	cells group	C
14	Intersection of Row and Columns is called as	Cell	Columns	Border	Row	A
15	=Lower() Function use to convert text in to _____ case.	Capital	Small	Lower	Upper	B
16	Which shortcut key is used to run slide from current slide in Powerpoint?	F5	Shift + F5	Alt + F5	None of these	B

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17	To check spelling in current presentation _____ is used	F2	F5	F7	F8	C
18	In PowerPoint Broadcast Slide Show option is available under ribbon.	Transition	Animation	Review	Slide Show	D
19	To insert clipart on a slide we use _____ command in Insert Tab	Picture	ClipArt	Shapes	Chart	B
20	You can add various artistic effects to images in PowerPoint	TRUE	FALSE			A
21	It is not possible to recover E-Mails deleted from trash.	TRUE	FALSE			A
22	A File download means moves a copy of file from _____	Web Site to computer	Computer to Web Site	Server to server	Client to client	A
23	PDF document can be used for reading and e-mailing only.	TRUE	FALSE			A
24	Main computer on Network is called as	Client	PC	Leader	Server	D
25	.com, .edu, .org, .net, .gov are part of domain code.	TRUE	FALSE			A