

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**GCC - TBC 30-WPM 12 Jan 2019 English 30-WPM BATCH-705**  
**PROVISIONAL ANSWER KEY**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	_____ is small device which is use to scan the text matter.	Pen Scanner	MICR	ISP	Bar code reader	A
2	Computer Cabinet also called as	BOX	System Cabinet	CPU BOX	Electric BOX	B
3	Storing and forwarding messages facility available in	webpage	website	Email	browser	C
4	RAM is _____ memory.	Volatile Memory	ROM Memory	Cache Memory	Processing Device	A
5	Ctrl + N means _____	Open a File	Copy a file	Print a file	New File	D
6	Cut - Paste - and Copy are the same processes.	TRUE	FALSE			B
7	_____ Is a blinking straight line where we can type the matter.	Cursor	Bar Tab	Insertion Tab	Point	A
8	_____ Feature is used to create news paper like document	Bullets and numbering	Table	Columns	Tab stop	C
9	Word includes a series of predefined graphics called	clip art	hyperlink	caption	bookmark	A
10	Footnotes appear in a document	End of document	Bottom of a Page	End of Heading	None of these	B
11	New comment can be inserted from	View Tab	Review Tab	Data Tab	Formula Tab	B
12	Which chart type is not available in MS Excel 2010 ?	Column	Line	filter	Scatter	C
13	DB is financial function.	TRUE	FALSE			A
14	_____ Option is available only in MS-Excel Window.	Status Bar	Title Bar	Menu Bar	Formula Bar	D
15	You can change orientation from ___ group in MS Excel 2010 .	page setup	scale to fit	sheet options	None of these	A
16	_____.. is available only in PowerPoint.	Slide Show	Window	View	Format	A
17	From which tab you can access the slides layout?	File	Insert	Home	View	C
18	Page Setup command is available in _____ tab in PowerPoint	Home	Insert	Design	View	C

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19	In PowerPoint default width of the slide is _____ inches	8	9	10	11	C
20	Click on _____ option in slide group of Home Tab to create a new slide.	Slide Layout	Transition	Animation	New Slide	D
21	We can edit mail before forwarding	TRUE	FALSE			A
22	We can see HTML code of open webpage from Browser	TRUE	FALSE			A
23	Register stores both input and output data permanently	TRUE	FALSE			B
24	.org domain code is used to show _____ Site	Government	Commercial	Educational	Organizational	D
25	Pressing key F5 in Windows 7 will _____	Refresh window	Close Window	Display Menu	Display Help	A