

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 40-WPM 05 Jan 2019 English 40-WPM BATCH-102
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Shortcut key for Paste is	Ctrl + C	Ctrl + V	Shift + C	Shift + V	B
2	PDA is the types of _____ computer.	Mini	Mainframe	Handheld	Super	C
3	Which of the following program is used to see the websites?	Excel	Word processor	Internet Explorer	All of these	D
4	In Gmail an inbox is where you can find	deleted mail	read mail	new mail	sent mail	C
5	In Email CC means Carbon copy	TRUE	FALSE			A
6	gridlines can be displayed or hidden using ___ tab in MS Word 2010 .	review	view	layout	mailing	B
7	_____ is used for Center Alignment in word in MS Word 2010 .	ctrl + b	ctrl + c	ctrl + d	ctrl + e	D
8	In MS-Word, to alphabetically sort text, procedure is _____ .	Insert - Table - Sort	Home - Font - Sort	Home- Paragraph Sort	Insert- Pages - Sort	C
9	_____ is containing of Rows and Columns.	Text Box	Rectangles	Borders	Table	D
10	For _____ we use F2 key in MS Word 2010	help display	delete row	insert image	insert table	A
11	Which is a correct answer for =lower("clean India") in MS Excel 2010 ?	Clean india	CLEAN INDIA	Clean India	clean india	D
12	In MS Excel 2010 how many rows workbook has ?	50,48,567	10,48,576	40,48,579	50,51,000	B
13	Which function can be used to calculate average in MS Excel 2010 ?	avg()	aver()	percent()	average()	D
14	Printed version of a worksheet is called a _____	Hard Copy	Copy	File	Worksheet Copy	A
15	Where you find the option to add textbox in MS Excel 2010 ?	String tab	view tab	Insert tab	embed tab	C
16	We can create a photo album slides with the help of PowerPoint.	TRUE	FALSE			A
17	In _____ view at a time only one slide is shown.	Normal	Reading	Outline	Notes	A
18	Below the slide pane we get the _____ Pane	Slide	Outline	File	Notes	D

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19	Which is the default view in PowerPoint?	Normal	Notes Page	Slide sorter	Outline	A
20	If we right click on a text in any slide _____ menu will be open.	File	Quick	Edit	Window	B
21	Which one of the following is not network topology?	Line	Bus	Star	Ring	A
22	We can not attach _____ File to e-mail	.pdf	.exe	.docx	.ppt	B
23	In Windows 7, pressing Ctrl + X will _____....	Copy selected item	Cut selected item	Paste selected item	Delete selected item	B
24	8 bits= _____	1 Byte	1024 Bytes	4 Bytes	1 Kilobytes	A
25	Computers used for Internet access, can not be used for any other purpose.	TRUE	FALSE			B