

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**GCC - TBC 40-WPM 05 Jan 2019 English 40-WPM BATCH-104**  
**PROVISIONAL ANSWER KEY**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	_____ was the first electronic messaging system.	Postcard	Email	Envelope	None of these	B
2	Capacity of Digital Versatile Disk ( DVD ) is _____	100 MB - 200 MB	650 MB - 1 GB	500 MB - 1200 MB	4.7 GB - 17 GB	D
3	Linux is _____	OS	Application	Language	Program	A
4	In Gmail Trash is used to store _____ message.	Deleted Message	Written Message	Forwarded Message	Sending Message	A
5	Which key is used to go to previous page in internet Explorer?	backspace	Esc	Home	Page Up	A
6	Use of Text-styling feature in MS-Word is called _____	Word Color	Word Font	WordArt	Word Fill	C
7	Dialog box can be resized	TRUE	FALSE			B
8	→ this key is used to move cursor	back	up	down	ahead	D
9	_____. Tab we can do page setting in MS-Word	Page Layout	Print Layout	A4	Home	A
10	print option available in _____ Menu	File	view	insert	None of these	A
11	In MS Excel 2010 What is default extension of workbook?	.xll	.slx	.slxx	.xlsx	D
12	To _____..... to the beginning of worksheet Ctrl + Home key is used.	move	split	merge	None of these	A
13	Which is heading of the last column in MS excel 2010 ?	XFD	XDF	XDD	XFF	A
14	Sorting data in a to z series in MS Excel 2010 means sorting in _____	ascending order	vertical	descending	numeric disorder	A
15	_____. application is most suited for a bar chart	Word Processor	Database	DOS	Spreadsheet	D
16	While the slide show is running _____ option will show the next slide.	Next	Previous	Go	Pointer	A
17	The default file name of PowerPoint is	Presentation1	Workbook1	Document1	File1	A

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18	Slideshow can be prepared from _____ application.	PowerPoint	File	Slide Show	Window	A
19	You can quit from slide show using _____ key on the keyboard	Enter	Esc	F1	Tab	B
20	In slide show which command is not available	Custom Show	Hide Slide	Set up Show	Background	D
21	Storage capacity of a compact disk is	650 MB To 1 GB	4.7 GB To 17 GB	2 GB To 64 GB	500 GB to 1TB	A
22	_____ is a standard format used for audio, movie, web video technology.	.TIFF	.MPEG	.PSD	.PPT	B
23	Carbon Copy means Courtesy Copy	TRUE	FALSE			A
24	To send e-mail we must have E-Mail account.	TRUE	FALSE			A
25	In Gmail, forward button is used to _____	Forward E-Mail	Delete E-Mail	Write a new E-Mail	Reply to E-Mail	A