

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 40-WPM 07 Jan 2019 English 40-WPM BATCH-203
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Task bar is placed at _____ of windows screen.	Top	Left	Bottom	Right	C
2	System board of computer is also called as	Base Board	Mother Board	Logic Board	Chart Board	B
3	Ctrl + x command is used for _____	Cut selected items	Copy selected items	paste Selected Items	Undo an action	A
4	_____ is volatile memory.	RAM	ROM	CACHE	None of these	A
5	The first page of website is marked as	Home page	New page	Current page	None of these	A
6	Ctrl+ _____ with an arrow key used for to select a block of text	SHIFT	delete	undo	redo	A
7	Use _____ Key combination to select whole document.	Ctrl+Z	Ctrl+A	Shift+A	Shift+Z	B
8	Use _____ Keys to select paragraph.	Ctrl + shift + ↑	Ctrl + shift + ↓	Alt + shift + ↑	Alt + shift + ↓	A
9	ctrl+ _____ is used for to cut the selection	Y	X	Z	B	B
10	If you want to set new symbol other than those available _____ option is used	Bulletes	Numberin g	Numbers	Define New Bullets	D
11	The function =max(56,65,78,38) will show output in excel is-	130	65	78	0	C
12	The TODAY() functions enters the ----	System Date and Time	System Time	System Date	System Day	C
13	Only Graph is provided in _____ . Type of Sheet.	Workshee t	Chartshee t	Macroshe et	None of these	B
14	We can add more sheets in a Workbook.	TRUE	FALSE			A
15	Addition of cells B4 & F7 can be done using _____ Formula	=B4*F7	=B4+F7	=B4@F7	=B4/F7	B
16	PowerPoint has provided _____ group in a Home tab	Drawing	Images	Symbols	Media	A
17	In a slide using Ctrl+I we can give _____ effect to a text selected.	italic	bold	underline	new	A

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PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
18	How can you insert bar graph in a presentation?	Insert=>Chart =>Bar	Insert=>Image	Edit=>Image	Edit=>Chart	A
19	To create presentation we use MS-PowerPoint application	TRUE	FALSE			A
20	Fade is a _____ effect in PowerPoint	Image	Transition	Audio	Video	B
21	Generally, mouse has _____ Buttons.	One	Three	Four	Ten	B
22	Windows 7 limits a single path of filename to _____characters.	10	100	1024	256	D
23	Computers having vacuum Tubes are _____... Generation Computers.	First	Second	Fifth	Fourth	A
24	_____ were used in second generation computers.	Vacuum Tubes	Transistors	Integrated Circuits	Microprocessors	B
25	To send e-mail to a person we must have	E-Mail account	Bank Account	Mobile number	All of these	A