

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 40-WPM 07 Jan 2019 English 40-WPM BATCH-204
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Sending mail and receiving e-mail is very easy method	TRUE	FALSE			A
2	The address of a certain website on world wide web is	HTTP	URL	HTML	Browser	B
3	What is the use of "F1" Function key?	Print File	Open File	Save File	Display Helps	D
4	To search any file in folder shortcut key is used	F1	F2	F3	F4	C
5	Which of these is not type of domain code?	.org	.com	.jpg	.edu	C
6	In MS-Word 2010 we can zoom in the document view from 10% to _____ %	100	200	300	500	D
7	All letters of selected matter are converted to upper cases with	change case	lower case	upper case	None of these	C
8	_____. Is not a font face.	Bold	Arial	Calibri	Times New Roman	A
9	Drop Caps Option shown in Tab.	Home	Insert	Page Layout	View	B
10	Word Processing software create _____ Document.	Video based	Text based	Animation based	Audio based	B
11	In Spreadsheet _____ Function makes the given content capital.	=Upper()	=Capital()	=Lower()	=Case()	A
12	_____ Means in built formula basically available in Excel.	Programs	Value	Figures	Functions	D
13	Which MS Excel 2010 function tells how many numeric entries are there?	Count()	Countnum()	Countnum bers()	chknum()	A
14	What is the maximum zoom % in MS Excel 2010 ?	100	200	400	500	C
15	Using _____, we can zoom the worksheet for bigger/smaller view	Page Preview	Print Layout	Page break	Zoom Slider	D
16	In PowerPoint which of the following terms are used?	Slide	Placeholder	Handouts	All of these	D
17	Which is not a transition effect in PowerPoint?	Fade	Push	Swipe	Line	D

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18	In Powerpoint ClipArt Option is available in _____ Tab.	Home	Insert	View	Review	B
19	For changing layout of slide select Home=> _____ group=> Layout option.	Slide	Font	Number	Styles	A
20	When you create duplicate slide, its layout is retained.	TRUE	FALSE			A
21	Pressing key F1 in Windows 7 will _____	Open Desktop	Display Help	Activate Taskbar	Close Window	B
22	Most E-Mail accounts separate the name and the domain with an @ symbol.	TRUE	FALSE			A
23	Microsoft Windows by default installed Browser is _____	Internet Explorer	Google Chrome	Opera	Opera Mini	A
24	We can change the text matter size in Internet Explorer.	TRUE	FALSE			A
25	Fourth Generation computers were used in period _____	1940 To 1956	1956 To 1963	1963 To 1971	1971 To 1990	D