

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**GCC - TBC 40-WPM 07 Jan 2019 English 40-WPM BATCH-205**  
**PROVISIONAL ANSWER KEY**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Which File type can be attached with E-mail?	.pdf	.doc	.jpg	All of these	D
2	Information permanently stored in _____ memory	ROM	RAM	Word	Character	A
3	which is web based email service provided by Google?	Email	Gmail	fax	server	B
4	CPU stand for	Central Processing Unit	Common Processing Unit	Central Program Unit	Common Program Unit	A
5	Memory Card is types of	Memory	Program	Application	Computer	A
6	Which of the following line spacing is invalid?	Single	Double	Triple	All of these	D
7	you can find shapes under _____ tab	Home	Insert	Page Layout	Data	B
8	page number option is in _____ tab in MS Word 2010 .	insert	home	view	layout	A
9	You can use clip art in....tab	Home	Insert	View	Help	B
10	Page orientation effect of printing the document horizontally is	Orientation	Portrait	Landscape	Preview	C
11	Selected _____ in Worksheet is called as Active Cell.	Main Cell	Bordered Cell	Single Cell	None of these	C
12	Select the chart type which is not in MS Excel 2010 .	Radar	robot	doughnut	Bar	B
13	What is the default date format in MS Excel 2010 ?	mm-dd-yy	dd-mm-yy	yy-mm-dd	dd-yy-mm	A
14	Addition of cells B4 & F7 can be done using _____ Formula	=B4*F7	=B4+F7	=B4@F7	=B4/F7	B
15	Where you find the option to include symbol in cell of MS Excel 2010 ?	addsymbol tab	Insert tab	embed tab	link tab	B
16	Screenshot command is available in _____ tab in PowerPoint	Home	Insert	Transition	View	B
17	_____ is extension for Presentation in Office 2010	.docx	.pptx	.accdb	.prst	B
18	To insert a slide, we can even press _____ shortcut key	Ctrl + N	Ctrl + M	Ctrl + O	Ctrl + P	B
19	To print a presentation file, print option is given under _____ tab.	File	Home	Insert	View	A

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20	In Insert=>Media option which of the following are present?	Only Audio	Only Video	Audio & Video	None of these	C
21	_____ is used to view sent E-Mails.	Sent Mails	Spam	Trash	Inbox	A
22	Computers having Microprocessors are _____... Generation Computers.	First	Second	Third	Fourth	D
23	The _____ means global connection of computers.	Wi-Fi	LAN	Infra Red	Internet	D
24	CD stands for_____	Compact Drive	Control Disk	Compact Disk	Central Drive	C
25	Fiber optic cable is more safe than coaxial cables.	TRUE	FALSE			A