

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 40-WPM 08 Jan 2019 English 40-WPM BATCH-301
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	_____ is used to connect our computer to telephone line on internet	Modem	internet	computers	server	A
2	To search specific information on the web _____ used.	Google map	Gmail	Search Engine	Search tool	C
3	In email account receiving mails are seen in _____ folder.	Inbox	Sent mail	Spam	None of these	A
4	How viruses spread Using _____	CD	Floppy	Pen Drive	All of these	D
5	_____ is storage device	Mouse	Pen Drive	Scanner	Keyboard	B
6	Page margin comes under _____ tab in MS Word 2010	layout tab	home tab	view tab	page layout tab	D
7	Undo option is given in _____ Of Toolbar.	File	Window	Format	Quick Access	A
8	Clipart pane will appear on the _____ side of the screen	Top	center	right	Left	C
9	You can change page size using _____ tab	Home	Insert	Page Layout	View	C
10	In MS-Word from....tab you can see the option show or Hide ruler	Insert	Home	Help	View	D
11	_____ option is used to get 1,2,3,4 Numbers in Sr.No. Column.	Autofill	MIN	Average	Today	A
12	By Pressing Ctrl + S , _____ action is done.	Open file	new file	Save file	Exit file	C
13	In a workbook default sheet names are displayed on _____	Sheet panes	Sheet cells	Sheet Tab	Sheet Templates	C
14	In MS Excel 2010 ,set of worksheets is called as _____	Work area	workplace	workbook	workspace	C
15	Which tab contains symbol option in MS Excel 2010 ?	home tab	page layout tab	data tab	insert tab	D
16	In Powerpoint Picture Option is available in _____ Tab.	Home	Insert	View	Review	B
17	We can include a comparison slide in _____	Access	Word	Excel	PowerPoint	D
18	We can use _____ view to see slides one after the other on screen	Outline View	Design View	Slide show view	Slide sorter view	C
19	We can find a menu named as File at the top below PowerPoint Logo.	TRUE	FALSE			A

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PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
20	To insert chart on a slide we use _____ command in Insert Tab	Chart	Picture	Shapes	Audio	A
21	Voice Messaging system converts voice in telephone signal.	TRUE	FALSE			A
22	To show government site _____ domain code is used.	edu	net	gov	com	C
23	Reply means respond to Mail.	Forwarded Mails	Received Mails	Compose d Mails	Deleted Mails	B
24	Which of the following is not required in order to send E-Mail?	e-mail program	access to internet	e-mail account	Webpage	D
25	Moving from one Web Site to another is called as	Upload	Surfing	Download	Link	B