

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 40-WPM 08 Jan 2019 English 40-WPM BATCH-303
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	We can attached following types of files in Email	.jpg	.gif	.bmp	All of these	D
2	_____ is type of optical Disk.	Floppy Disk Drive	CD	Hard disk	Pen drive	B
3	F12 Key of Keyboard is called key.	Normal	Function Key	Text	Control	B
4	Laser technology is used, in case of Compact disk.	TRUE	FALSE			A
5	Which option is used for Setting our gmails account	General	Compose	Send	setting	D
6	We can't change the text direction in the table.	TRUE	FALSE			B
7	Grammer mistakes does not checked by MS-Word	TRUE	FALSE			B
8	The _____ option is not available in View Tab.	Ruler	Bold	Gridlines	Zoom	B
9	1.0 space means there is the spacing of only one line which is by default.	TRUE	FALSE			A
10	Word Processing software create _____ . Document.	Text-based	Video based	Audio based	Animation based	A
11	There are Maximum 255 _____ . In Workbook.	Row	Column	Pages	Sheets	D
12	Worksheet is also called as _____	Spreadsheet	Page	Workbook	Worksheet	A
13	Where you find the option to include header& footer in MS Excel 2010 ?	Insert tab	add tab	link tab	embed tab	A
14	File name of current sheet is shown on _____.	Reference Area	Title Bar	Page	On Cell	B
15	What is the keyboard shortcut to search text in a worksheet ?	Ctrl+ s	Ctrl+ f	Ctrl+ a	Ctrl+ d	B
16	Exit command is used to _____ a presentation.	close	open	create	edit	A
17	The usage of 'Outline View' in Word and PowerPoint are similar.	TRUE	FALSE			A
18	_____ can be created using PowerPoint.	Document	Database	Handouts	Picture	C
19	In PowerPoint which is the Entrance animation effect	Random bars	grow & Turn	Bounce	All of these	D

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PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
20	In _____ view you can rearrange the slides.	Slide Sorter	Slide Master	Outline	None of these	A
21	We can use computers without operating system.	TRUE	FALSE			B
22	DOS is _____	Application	Operating System	Hardware	Language	B
23	The programs used to give pages on the world wide web are called....	Screen Vers	Dowsers	World Wide Web	Browsers	D
24	_____ Is shown on the desktop of Windows 7.	Recycle Bin	Disk Drives	Compilers	Drivers	A
25	Virus are harmless.	TRUE	FALSE			B