

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**GCC - TBC 40-WPM 08 Jan 2019 English 40-WPM BATCH-304**  
**PROVISIONAL ANSWER KEY**

| Sr.No | Question   | Option A     | Option B     | Option C         | Option D      | Provisional Answer |
|-------|--|--------------|--------------|------------------|---------------|--------------------|
| 1     | URL is an address that specifies the location of the website.              | TRUE         | FALSE        |                  |               | A                  |
| 2     | It is possible to restore permanently deleted files.                       | TRUE         | FALSE        |                  |               | B                  |
| 3     | To change location of file _____ command is used.                          | Copy         | Move         | Delete           | None of these | B                  |
| 4     | Each website has same URL.   | TRUE         | FALSE        |                  |               | B                  |
| 5     | Pen Drive is _____ type of device.   | Internal     | Data Storage | Web Storage      | None of these | B                  |
| 6     | In MS-Word we use ctrl+r shortcut key is used for _____ alignment          | left         | right        | center           | None of these | B                  |
| 7     | Drop Cap means _____.  | All Caps     | Small Caps   | Title case       | None of these | D                  |
| 8     | To reach end of the typed document we can use _____. Shortcut key in word. | Ctrl + A     | Ctrl + Home  | Ctrl + END       | Ctrl + C      | C                  |
| 9     | ctrl+v command used in word for  | copy         | Delete       | Paste            | Select all    | C                  |
| 10    | Caption option is used to get reference of specific place in Document.     | TRUE         | FALSE        |                  |               | B                  |
| 11    | Charts option is available in _____ . Menu.                                | Home         | Insert       | Page Layout      | View          | D                  |
| 12    | With _____ Option we can rotate text in cell.                              | Print        | Font         | Text Orientation | Open          | C                  |
| 13    | A single worksheet has _____ columns                                       | 16000        | 16384        | 17000            | 17384         | B                  |
| 14    | Cell Addresses used in _____ are called as Cell Reference.                 | Formula      | Parameters   | Function List    | All of these  | A                  |
| 15    | Auto Sum option is available in _____                                      | Formula      | Data         | Insert           | None of these | A                  |
| 16    | Objects that hold text in a slide are called                               | Place holder | Auto Layout  | object holder    | text holder   | A                  |
| 17    | Ctrl+M is used to insert a new _____ .                                     | Letter       | Presentation | Document         | Slide         | D                  |
| 18    | In PowerPoint picture with caption is type _____                           | Layout       | Paper        | Size             | Font          | A                  |
| 19    | Cannot insert table in Power Point Presentation                            | TRUE         | FALSE        |                  |               | B                  |

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| 20    | Slide show can be created using _____        | MS-Word           | MS-Excel            | HTML              | MS-PowerPoint         | D                  |
| 21    | _____ is a world Wide system of network.     | LAN               | Cyberspace          | World Wide Web    | Intercom              | C                  |
| 22    | By using E-Mail server you can               | Download Song     | Send a mail         | Play games        | None of these         | B                  |
| 23    | _____ are also called as personal computers. | Super Computers   | Mainframe Computers | Mini Computers    | Micro Computers       | D                  |
| 24    | .Com domain code is used to show _____ Site  | Government        | Commercial          | Educational       | Professional          | B                  |
| 25    | PDF Format is created for _____...           | Document Download | Document Scanning   | Document Exchange | Document Installation | C                  |