

**MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE**  
**OBJECTIVE QUESTION**  
**GCC - TBC 40-WPM 08 Jan 2019 English 40-WPM BATCH-305**  
**PROVISIONAL ANSWER KEY**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Today capacity of Pen Drive is measured in _____	Kilo Byte	Mega Byte	Tera Byte	Giga Byte	D
2	To cancel the latest command undo option is used.	TRUE	FALSE			A
3	MS-Office and Windows both are from	Mircosoft	IBM	HCL	None of these	A
4	Web browser is used to surfing on Internet	TRUE	FALSE			A
5	Which of the following language is used to design a web page?	Java	XML	Word	HTML	D
6	Vertical strip to the right of the document is called as _____	Horizontal Scroll Bar	Vertical scroll bar	scroll bar	None of these	B
7	Selected text can be coloured with _____ commands in font group of home tab	font	paragraph	text colour	drawing	C
8	Print Preview displays how document will look after it gets printed.	TRUE	FALSE			A
9	_____ Is made up of Rows and Columns.	Text Box	Rectangle s	Borders	Table	D
10	To remove Caps Lock we have to press the Caps Lock key once again	TRUE	FALSE			A
11	Date format data into a cell, is	DD-MM-YY	YY-DD-MM	MM-DD-YY	None of these	C
12	We can hide gridlines using ____ tab in MS Excel 2010	Insert tab	Home tab	view tab	page layout tab	C
13	Pie is one of the type of _____ in Excel.	Picture	Symbol	Chart	None of these	C
14	Which is not a correct function in MS Excel 2010 ?	today()	now()	countif()	total()	D
15	In which tab Filter option is available in MS Excel 2010 ?	data	review	view	None of these	A
16	_____ is used to create business presentations	MS Word	MS Excel	MS PowerPoi nt	MS Presenter	C
17	In Powerpoint Screenshot Option is available in _____ Tab.	Home	Insert	View	Review	B
18	Below the slide pane we get the Outline Pane.	TRUE	FALSE			B

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19	MS-PowerPoint is _____ type of software	Word Processor	Spreadsheet	Presentation maker	Image editor	C
20	Hyperlinks can be inserted in PowerPoint Presentation.	TRUE	FALSE			A
21	_____ is a computing device that works on continuous range of values.	Analog Computer	Digital Computer	Mainframe Computer	Mini Computer	A
22	Mouse is a _____ device.	Pointing	Scanning	Voice	image input	A
23	File virus disturbs file having _____ Extension.	.mp3	.avi	.jpeg	.exe	D
24	We can create a PDF Document using MS-Word-2010.	TRUE	FALSE			A
25	A computer on internet are identified by _____	email address	street address	IP Address	None of these	C