

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 40-WPM 10 Jan 2019 English 40-WPM BATCH-501
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	To get find option in Internet Explorer shortcut key used is	Alt+s	Alt+F	Ctrl+A	Ctrl+S	B
2	Arrow keys is also called as Navigation Keys	TRUE	FALSE			A
3	One can easily make corrections to PDF file.	TRUE	FALSE			B
4	The address of web page or website means	username	URL	password	User ID	B
5	1024 gb =	1 Kb	1 Mb	1 Gb	1 Tb	D
6	We can decide the border style by '_____ ' option in Border Tab	frame	border	font	style	D
7	To see our document in different views _____ tab used	Home	data	View	Insert	C
8	_____ tab is used to insert the shapes into the document.	Insert	Tools	File	Design	A
9	_____ option is used to create document like newspaper format.	Bulletes and Numbering	Tables	Columns	Tab stops	C
10	_____ can be used to set margins and indents in Document	Ruler	Staus area	status bar	tool bar	A
11	What is the minimum zoom % in MS Excel 2010 ?	1	5	10	100	C
12	We cannot use _____ Alignment in excel	Left	Right	Center	Justify	D
13	To start Excel, We have to click _____ Button on the Taskbar of Desktop	Start	Menu	Home	Delete	A
14	Which alignment is not available in MS Excel 2010 ?	justify	left	middle	right	A
15	Which tab is used to display or hide gridlines in MS Excel 2010?	view	review	edit	page layout	A
16	Layout of the default presentation is _____ .	Two Content	Comparison	Title	Blank	C
17	_____ is useful for making presentation at professional level.	MS-PowerPoint	MS-Word	MS-Excel	MS-Access	A
18	In which tab will you find Word Art in PowerPoint?	Format	Design	Home	Insert	D

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19	In PowerPoint videos can be inserted using _____	From File	From Website	From ClipArt Video	All of these	D
20	The PowerPoint screen elements are	Slide Pane	Notes Pane	Outline Pane	All of these	D
21	Files have different file extensions.	TRUE	FALSE			A
22	Digital computers work on continuous range of values.	TRUE	FALSE			B
23	Web Browser is the software which is used to _____ the internet	Surfing	Testing	Connecting	None of these	A
24	File management is performed by _____ .	Compiler	Operating System	Interpreter	Virus	B
25	It is possible to forward received E-Mail.	TRUE	FALSE			A