

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 40-WPM 10 Jan 2019 English 40-WPM BATCH-502
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Raw unprocessed facts are called as _____	File	Data	Information	Process	B
2	_____ are names of Antivirus program except	Norton	Quick Heal	Net Protector	MS-Word	D
3	Extension of word file is	.Txt	.Pptx	.Docx	.Exe	C
4	Where are Delivered messages stored in an email?	Sent Items	Inbox	spam	trash	A
5	Vital information resources under siege means	Program	Ransomware	Malware	Virus	D
6	In MS-Word, you can create tables with the help of _____	Insert table	Create Table	Draw Table	All of these	D
7	In MS Word 2010 _____ is used for checking grammar with spellings.	check language	translate	spelling & grammar	None of these	B
8	Word Processing Software creates _____ document	Antivirus	system Software	Application Software	Text Base	D
9	Portrait and Landscape are _____	Page Orientation	Paper Size	Page Layout	All of these	A
10	Ctrl+J shortcut key used for _____ in MS Word 2010.	justify align	Center Alignment	left align	no Alignment	A
11	In Excel Short Cut key for Redo is	Ctrl + Y	Ctrl+ Z	Ctrl + S	Ctrl + X	A
12	To Summarize Data _____ is used	Chart	Pivot Table	Filter	Form	B
13	Selected Single Cell in Worksheet is called as	Bordered Cell	Active Cell	Main Cell	None of these	B
14	In Worksheet XFD is the Heading of	Column	Row	Cell	None of these	A
15	A bar displays content and formula in active cell is called --- - bar	Status	Formula	Address	Title	B
16	In PowerPoint translate tool is available under _____ ribbon.	Insert	Animations	View	Review	D
17	The shapes tool in a presentation allows you to insert	Text	Clip art	Commonly found shapes	Images	C
18	Presentation page created for displaying on the screen is known as 'Slide'	TRUE	FALSE			A

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 40-WPM 10 Jan 2019 English 40-WPM BATCH-502
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
19	Minimum zoom available in PowerPoint is 10%	TRUE	FALSE			A
20	From which tab we can insert a video?	Home	Insert	Review	View	B
21	A domain name ending with ".com" is _____	A commercial site	An organization	A government Site	A network site	A
22	.GIF is a compressed bitmap format which supports ...colors.	256	1024	354	400	A
23	Following software is used to browse internet under MS-Windows....	Word Processor	Internet Explorer	Windows Explorer	None of these	B
24	_____. Is used for Modulation and Demodulation.	Keyboard	Mouse	Monitor	Modem	D
25	_____is NOT an image file format.	.BMP	.JPEG	.GIF	.CDR	D