

**MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE**  
**OBJECTIVE QUESTION**  
**GCC - TBC 40-WPM 10 Jan 2019 English 40-WPM BATCH-503**  
**PROVISIONAL ANSWER KEY**

| Sr.No | Question   | Option A                 | Option B                | Option C               | Option D               | Provisional Answer |
|-------|--|--------------------------|-------------------------|------------------------|------------------------|--------------------|
| 1     | Binary coding system consist of _____                                    | 1 - 100                  | 0 and 1                 | Alphabets              | Both alphanumeric      | B                  |
| 2     | Each website has different URL.  | TRUE                     | FALSE                   |                        |                        | A                  |
| 3     | Delete key used to delete selected Items (file, folders, etc.)           | TRUE                     | FALSE                   |                        |                        | A                  |
| 4     | In e-mail messages will be send in recipients                            | Inbox                    | Outbox                  | spam                   | trash                  | A                  |
| 5     | Which part is not Storage Device   | Flash Drive              | Scanner                 | Hard disk              | All of these           | B                  |
| 6     | ctrl+B is used in MS-Word for_____                                       | Search the selected text | paste the selected text | open file              | bold the selected text | D                  |
| 7     | In MS-Word, we can't use bookmarks, footnote.                            | TRUE                     | FALSE                   |                        |                        | B                  |
| 8     | Word automatically convert first letter of a sentence small to capital   | TRUE                     | FALSE                   |                        |                        | A                  |
| 9     | We can not insert page number at header                                  | TRUE                     | FALSE                   |                        |                        | B                  |
| 10    | Background command is given in ...tab                                    | Insert                   | Tools                   | File                   | Design                 | D                  |
| 11    | In MS Excel 2010 the Underline option in the font group allows you to    | Bold Text in Cell        | Italic Text in Cell     | Underline Text in cell | None of these          | C                  |
| 12    | Which is not a chart type in MS Excel 2010 ?                             | Radar                    | Line                    | link                   | bar                    | C                  |
| 13    | _____ Option is available only in MS EXCEL Window.                       | Status Bar               | Formula Bar             | Menu bar               | Title Bar              | B                  |
| 14    | Using which tab the new comment insertion can be done in MS Excel 2010 ? | data                     | view                    | review                 | home                   | C                  |
| 15    | In MS Excel 2010 How many default worksheets are found?                  | 2                        | 3                       | 4                      | 5                      | B                  |
| 16    | Flip is a _____ effect in PowerPoint                                     | Image                    | Transition              | Audio                  | Video                  | B                  |
| 17    | In PowerPoint Hide Slide option is available under ribbon.               | Home                     | Slide Show              | Design                 | View                   | B                  |
| 18    | Slide show can be prepared from _____ application.                       | Power Point              | File                    | Slide Show             | Window                 | A                  |

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| 19    | A default blank presentation file has name 'Presentation1'           | TRUE                 | FALSE              |                    |                   | A                  |
| 20    | _____ ---- view is useful to type matter on slide.                   | Print Layout         | Outline            | Normal             | None of these     | C                  |
| 21    | The process of Storing all information in RAM is called as           | Memory Customization | Memory Flow        | Memory Upgradation | Memory Management | D                  |
| 22    | The Internet has enabled the following....                           | Home banking         | Video Conferencing | Distance Learning  | All of these      | D                  |
| 23    | Download means to copy a file from your computer to another computer | TRUE                 | FALSE              |                    |                   | B                  |
| 24    | Forwarding E-Mail means replying to an E-Mail messages               | TRUE                 | FALSE              |                    |                   | B                  |
| 25    | Which is the following is popular web browser?                       | Yahoo                | Internet Explorer  | Windows 95         | Windows Explorer  | B                  |