

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 40-WPM 11 Jan 2019 English 40-WPM BATCH-602
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Which of the following are features of E-mail?	Very fast	Free of charge	Quick	All of these	D
2	The Internet was originally a project of which agency	NSF	ARPA	Google	Microsoft	B
3	Ctrl + y command is used for	Open a File	Copy a file	Cut a file	Redo an action	D
4	Metallic platters are used in	Hard Disk	Floppy Disk	CD	DVD	A
5	Inbox in the Email is used for _____	Received Message	Deleted Message	Forwarded Message	None of these	A
6	In a table user can select	multiple rows	multiple columns	All of these	one cell	C
7	MS-Word does not support bullets and numbering for text matter	TRUE	FALSE			B
8	It is possible to _____ a data source before performing a merge.	Create	Modify	Sort	All of these	D
9	ctrl+A key used in Word for	Select All	Align Right	Align left	change font	A
10	In _____ View, Page numbers gets displayed.	Normal	Web layout	Print layout	Home	C
11	IF() function is used to place data according to any conditon.	TRUE	FALSE			A
12	We can save Excel file in Pdf.	TRUE	FALSE			A
13	Alignments of cell in Excel sheet can be done by	Files / Cells	Format / Cells	FTP / Align	None of these	B
14	More than one selected _____ Group as called as Cell Range.	Row	Cells	Column	Table	B
15	_____ Function converts the number into nearest integer.	if()	Min()	Round()	int()	D
16	Tables command is available in _____ tab in PowerPoint	Home	Insert	Transition	View	B
17	_____ --- view used to show slide presentation.	Slide Show	Presentati on	File	Template	A
18	You can insert graph in MS PowerPoint file.	TRUE	FALSE			A

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19	Recently opened presentation can be accessed from menu	Insert	File	Design	None of these	B
20	Various Transition effect has been give in the Group _____	Animation	Design Themes	Transition to this slide	Background styles	C
21	Unrequested or unsolicited E-Mail is referred as	Received Mails	Sent Mails	Trashed Mails	Spams	D
22	in Windows7, different file formats are identified by their _____	size	position	location	extension	D
23	The US Government owns the internet.	TRUE	FALSE			B
24	It is possible to reply received E-Mail.	TRUE	FALSE			A
25	In E-Mail address separate the name and the domain with an "@" symbol.	TRUE	FALSE			A