

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 40-WPM 11 Jan 2019 English 40-WPM BATCH-604
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	What is used to send and receive messages in internet?	Email	Windows	Word Processor	Image Editor	A
2	Which protocol is used to transfer the Hyper Text data?	UTP	SMTP	HTTP	FTP	C
3	Typically data storage capacity of flash drive is _____	2 Gb - 64 Gb	2 Gb - 10 Gb	100 Gb - 1000 Gb	None of these	A
4	1024 KB means 1 _____	Megabytes	KB	GB	TB	A
5	It is not possible make corrections using computers	TRUE	FALSE			B
6	_____ comes under View tab in MS Word 2010	print layout	mailing	spelling	table	A
7	_____ shortcut key is used for cut the text in MS Word 2010	ctrl + x	ctrl + t	ctrl + c	ctrl + u	A
8	Autocorrect is used for _____ correction as well as formatting	error	grammer	spelling mistake	None of these	C
9	The option of increase font is available in	View As	page layout	home	font size	D
10	After clicking _____ in Document, resizing handles are appeared around it.	Paragraph	Scroll Bar	Text	Picture	D
11	_____ Function rounds off number upto specified digits.	=if()	= Max()	=Round()	=Ceiling()	C
12	The default extension of spreadsheet file in MS Excel 2010 is .cel	TRUE	FALSE			B
13	With _____. Option we can rotate text in cell.	Print	Font	Text Orientation	Open	C
14	We can insert more than 3 worksheets in a workbook of MS Excel 2010	TRUE	FALSE			A
15	Doughnut is one of the type of _____ in Excel.	Picture	Symbol	Chart	None of these	C
16	F5 function key is used to _____ in PowerPoint	Add slide	start slide show	Delete slide	end slide show	B
17	Tables are inserted in a presentation from _____	Insert => Chart	Design=> Table	Insert => Table	Animation => Table	C
18	From which tab we can insert a SmartArt?	Insert	Home	View	Review	A

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19	For getting Microsoft PowerPoint Help one can use shortcut key _____ -	F1	F2	F3	F4	A
20	Placeholder can be deleted from a slide	TRUE	FALSE			A
21	To log on to Gmail account, a users must enter their	Username and Password	Money	Full Name	Job Profile	A
22	Computer in office automation can be used for	Letter Writing	Report Writing	Drawing	All of these	D
23	Windows 7 is _____	Application	Operating System	Hardware	Language	B
24	Different types of keyboard are _____	Wireless Keyboard	Flexible Keyboard	Ergonomic Keyboard	All of these	D
25	URL is a location address on the Internet.	TRUE	FALSE			A