

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 40-WPM 11 Jan 2019 English 40-WPM BATCH-605
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Vdu stand for _____	Visual Display Unit	Video Display Unit	Video Dual Unit	None of these	A
2	.Bmp is extension of _____ file.	Bitmap	Executable	Wordpad	None of these	A
3	Charles babbage created first computer in _____ century	15	17	19	20	C
4	Ctrl + P is used for _____	Open a File	Copy a file	Print a file	New File	C
5	Which protocol is used to search the website?	FTP	SMTP	POP	HTTP	D
6	_____ ways you can save a document in MS-Word.	4	2	3	1	B
7	To insert Wordart _____ tab used in word	Home Page Layout	Data Tab	Insert	View	A
8	In Ms Word 2010 _____ option is used for divide window in to parts.	Divide Window	Break Window	Arrange window	Spilt Window	D
9	Ctrl + S _____.	Print document	Close document	Save As	Save document	D
10	With the help of Bar we can make vertical line below tab marker	TRUE	FALSE			A
11	Serial Z-A means ___ Sorting of text	Descending	Ascending	Vertical	Numeric	A
12	The thick border around the Active Cell is called as _____	Cell Pointer	Selection	Border	Outline	A
13	Delete sheet Command is given in _____ tab.	File	View	Home	Tools	C
14	You cannot insert comments on each cell	TRUE	FALSE			B
15	The "bubble chart" is one of the chart type in MS Excel 2010	TRUE	FALSE			A
16	Slide Transition option is in _____ Tab.	Transitions	Edit	Slide Show	Tools	A
17	Layout is inside _____ group in PowerPoint	Transition to this slide	Slide	Presentation Views	Page setup	B
18	In PowerPoint placeholders can be used to insert _____	Text	Picture	Objects	All of these	D

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19	Presentation files have extension _____.	.txt	.xlsx	.docx	.pptx	D
20	We can undo an action performed on the slide with key _____.	Ctrl+Z	Ctrl+V	Ctrl+C	Ctrl+D	A
21	Each window of web Browser is called as _____.	Frame	Tab	Box	Square	B
22	_____ system is used to send electronic message.	E-mail	Online service	Voice mail messages	Shared resources	A
23	_____ Option is used to store incomplete or temporary message in E-Mail.	Draft	Inbox	Sent Box	None of these	A
24	The software that finds documents for us on the web using keywords _____.	Search Engine	Spider	Document Search	Browsers	A
25	_____ Technique is used to transfer images from a camera to computer.	Image Processing	Feedback	Uploading	Downloading	D