

**MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE**  
**OBJECTIVE QUESTION**  
**GCC - TBC 40-WPM 12 Jan 2019 English 40-WPM BATCH-703**  
**PROVISIONAL ANSWER KEY**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	The Colour of hyperlink is same as the other text	TRUE	FALSE			B
2	IC was used in _____ generation	First	Second	Third	Fourth	C
3	Os means _____	Operating System	Operation System	Open System	Old System	A
4	what we can transfer through email ?	Images	Video	Audio	All of these	D
5	Visual Display Unit ( VDU ) is another name of	Monitor	Printer	Scanner	System Unit	A
6	We can not add symbols in our Word Document	TRUE	FALSE			B
7	_____ is the default number of lines to drop for drop cap.	3	10	15	20	A
8	In Word 2010 the Zoom is placed on _____ Tab	View tab	Home tab	Review tab bar	Insert tab	A
9	You can save your time by using _____ in word	Reference	Find and Select	Templates	Wrap Text	C
10	Use _____ shortcut key to select paragraph	alt+shift	ctrl+shift	alt+z	shift+v	B
11	Select the chart type which is not existing in MS Excel 2010 ?	area	oval	line	columns	B
12	The Zoom slider strip can be viewed at the right hand side of _____ bar	Scroll bar	Title Bar	Status Bar	None of these	C
13	'Σ' is a sign of _____	Summarize Data	Autosum	Subtractions	All of these	B
14	Which options is not available under merge & center in MS Excel 2010 ?	remove cells	merge & center	unmerge cells	merge across	A
15	Grids has vertical and horizontal lines	TRUE	FALSE			A
16	To insert a slide we can even press _____ shortcut key.	Ctrl + N	Ctrl + M	Ctrl + O	Ctrl + P	B
17	To create a presentation based on pictures _____ can be used	Chart	Photo Album	Clip art	Shapes tool	B
18	The language of the presentation can be seen on the _____ bar	Title	Slide	Status	None of these	C
19	SmartArt command is available in _____ tab in PowerPoint.	Home	Insert	Transition	View	B

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20	The default file name of Powerpoint is	Presentati on1	Workbook 1	Document 1	File1	A
21	Is it possible to reply to E-Mail, by clicking on forward button?	It's not possible	It is possible	Sometime s its possible	None of these	A
22	Computer uses 0,1 language to send digital signals.	TRUE	FALSE			A
23	_____ is brain of a computer system.	CPU	Input Unit	Output Unit	Memory Unit	A
24	In a Computer window, _____ Shows different menus.	Title Bar	Tool Bar	Address Bar	Menu Bar	D
25	Software such as internet explorer and Firefox, are referred as	Browser	Spreadsh eet	Document Viewer	Clipboard	A