

**MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE**  
**OBJECTIVE QUESTION**  
**GCC - TBC 40-WPM 12 Jan 2019 English 40-WPM BATCH-704**  
**PROVISIONAL ANSWER KEY**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Deleted files are transferred to	Recycle Bin	Dustbin	Softbin	Hardbin	A
2	On internet Backspace key is used for	Previous	Next	Old	All of these	A
3	In Email CC means Courtesy Copy	TRUE	FALSE			B
4	_____ Is not input devices.	Keyboard	Mouse	Printer	Microphone	C
5	ROM means Read Only Memory	TRUE	FALSE			A
6	Use _____. Key combination for Undo Command.	Ctrl + A	Ctrl + Z	Ctrl + P	Ctrl + W	D
7	Ctrl+ _____ is used for Left Align	A	L	C	D	B
8	In MS-Word we can use bookmarks footnote.	TRUE	FALSE			A
9	F12 is _____ type key	Function Key	Normal	Text	control key	A
10	The _____ command can undo only the text.	redo	undo	update	cut	B
11	In Excel Default Row Height is	25 picos	15 points	5 cm	1"	B
12	What type of file can be created in in MS Excel 2010 ?	document	presentation	image	workbook	D
13	In MS Excel 2010 what is keyboard shortcut to print a worksheet?	Ctrl+shift+p	alt+p	shift+p	Ctrl+p	D
14	In every Worksheet has vertical and horizontal lines called	Cell	Pixel	Table	Grid	D
15	With _____ Function , We get the average of values in Range.	Sum	Min	Average	Max	C
16	To delete a slide right click on the slide and click on _____ option.	Insert Slide	Format Slide	Delete Slide	None of these	C
17	Various pictures can be added to slides in PowerPoint	TRUE	FALSE			A
18	Slide show can be prepared from _____ application	Power Point	File	Slide Show	Window	A
19	Header and Footer command is available in _____ tab in PowerPoint.	Home	Transition	View	Insert	D
20	Clip Art Option is given in _____ Tab.	Edit	Insert	View	Window	B

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21	Is it possible to forward E-Mail, by clicking on delete button?	It's not possible	It is possible	Sometimes its possible	None of these	A
22	_____ is an application software.	Windows	Linux	Unix	Spreadsheet	D
23	Modem is a device that allows data to be sent over telephone lines.	TRUE	FALSE			A
24	Modem is used for Modulation and Demodulation.	TRUE	FALSE			A
25	In Windows 7, _____ key cycles through screen elements in a window.	F7	F10	F9	F6	D