

Maharashtra State Council Of Examination , Pune							
OBJECTIVE QUESTION							
FINAL ANSWER KEY GCC - TBC JUNE 2025 ENG 30 - WPM BATCH - '103'							
SrNo	Question	Option_A	Option_B	Option_C	Option_D	Provisional Anwer	Final Answer
1	What does "E" in Email means	Electric	Expert	Electronic	Excellent	C	C
2	In Email CC means Courtesy Copy means	Copy case	Cut copy	Courtesy Copy	Curent copy	C	C
3	In Email CC means Compose copy	TRUE	FALSE			B	B
4	In E-mail BCC means Blind carbon copy.	TRUE	FALSE			A	A
5	In E-mail BCC means Blind Courtesy copy.	TRUE	FALSE			A	A
6	_____ is the extension of Word files?	FIL	DOT	.Docx	TXT	C	C
7	The .....option will decide the colour of the border	font style	font	size	colour	D	D
8	_____ is the combination of Rows and Columns.	Border	Table	TextBox	Rectangle	B	B
9	In ..... View, automatic page break are displayed with Dotted lines.	Outline	Draft	Web Layout	Print Layout	B	B
10	Due to ----- option, the width of a column is adjust with the width of the matter.	Auto Format	Auto Text	Auto Cut	AutoFit	D	D
11	=Round() Function makes the number given in the bracket ..... to the number upto specific digit.	Maximum	Minimum	Round	None of the above	C	C
12	= Upper() Function use to convert text in to _____ cases.	Capital	Small	Lower	subscript	A	A
13	=lower("Hello") , this function will convent the given text as	Hello	hello	hELLO	HELLO	B	B
14	=SUM(E8:E11) this function sort the values in cells range between E8 to E11.	TRUE	FALSE			B	B
15	=Upper("Hello") , this function will convent the given text as	Hello	hello	hELLO	HELLO	D	D
16	We can see the name of the default blank presentation as _____	P1	PPT1	A1	Presentation1	D	D
17	Layout of the default presentation is Two Content.	TRUE	FALSE			B	B
18	Layout of the default presentation is _____.	Two Content	Comparison	Title	Blank	C	C
19	Which key is used to decrease font size?	Ctrl + [	Ctrl + ]	Shift + [	Shift + ]	A	A
20	Files of MS PowerPoint are called as _____	Document	Spreadsheet	File	Presentation	D	D
21	.com, .edu, .org, .net, .gov are part of domain code.	TRUE	FALSE			A	A
22	.Edu domain code is used to show ____ Site	Government	Commercial	Educational	Professional	C	C
23	.edu, .com, .org, .net, .gov are part of standard internet address domain code.	TRUE	FALSE			A	A
24	.GIF is a compressed bitmap format which supports _____ colors.	256	1024	354	400	A	A
25	.Gov domain code is used to show ____ Site	Government	Commercial	Educational	Professional	A	A