Maharashtra State Council Of Examination , Pune
OBJECTIVE QUESTION
FINAL ANSWER KEY GCC - TBC JUNE 2025 ENG 30 - WPM BATCH - '204'

SrNo	Question	Option_A	Option_B	Option_C	Option_D	Provisional Answer	Final Answer
1	.Midi is extension of _____ file.	Text	nstrument Digital I	Bitmap	None Of Above	B	B
2	.txt is ---------- file extension.	Word	Notepad	PowerPoint	Photoshop	B	B
3	Data is converted into information by ----------	Data	HDD	FDD	Micro Processor	D	D
4	_____ is used to transfer data from one PC to another	Scanner	Printer	Pen Drive	All of above	C	C
5	_____ Is unit of computer memory	Bytes	Mega	Gita	None Of Above	A	A
6	To insert Wordart _____tab used in word	Home Page Layout	Data Tab	Insert	View	C	C
7	you want to cut some matter to move another place …….used.	cut	close	delete	up	A	A
8	The key F12 opens for _____	Save As dialog box	Open dialog box	Save dialog box	Close dialog box	A	A
9	"Smiley face" shape is in the _____ Option of Insert Tab	Shape	Status	Formatting	Standard	A	A
10	……indicates two lines of spacing in between two lines of text	1	2.5	2	3	C	C
11	What is the use of page layout tab in MS Excel 2019 ?	sert rows and colu	pecify sorting mett	o give color to text	o specify print title	D	D
12	Where you find the option margin to set the margin of a page in MS Excel 2019 ?	home tab	insert tab	page layout tab	view tab	C	C
13	Where we can specify print area in MS Excel 2019 ?	In data tab	in page layout tab	in review tab	in insert tab	B	B
14	Where you find the option set print area in MS Excel 2019 ?	home tab	insert tab	page layout tab	view tab	C	C
15	Where you find the option clear print area in MS Excel 2019 ?	page layout tab	insert tab	home tab	view tab	A	A
16	Changes made in ---------- are applied to all slides.	First Slide	Main Slide	Last Slide	Slide Master	D	D
17	---------- Menu is available only in PowerPoint.	Window	View	Slide show	Format	C	C
18	In ..... view you can rearrange the slides.	Slide Sorter View	Slide Master	Outline View	None of Above	A	A
19	..... is used to create best presentation.	MS Word	Excel worksheet	Notepad	PowerPoint	D	D
20	..... is available only in PowerPoint.	Slide Show	Window	View	Format	A	A
21	_____ Is shown on the desktop of Windows 10.	Recycle Bin	Disk Drives	Compilers	Drivers	A	A
22	_____is NOT a gadget provided by Windows 10.	Calendar	Clock	Currency	MS-Word	D	D
23	_____is another format similar to PDF.	XML	XHTML	XPS	Xreader	C	C
24	With _____ System we can convert voice in telephone signals	Voice-messaging	Scanner	Fax	Printer	A	A
25	_____ E-Mails are shown in trash menu.	Sent	Inbox	Delete	Draft	C	C