Maharashtra State Council Of Examination , Pune
OBJECTIVE QUESTION
FINAL ANSWER KEY GCC - TBC JUNE 2025 ENG 30 - WPM BATCH - '405'

SrNo	Question	Option_A	Option_B	Option_C	Option_D	Provisional Answer	Final Answer
1	_____ Device is used to scan images, printed text, handwriting from papers.	Keyboard	Mouse	Scanner	All Of Above	C	C
2	Set of instructions provided to the computer is known as _____	Programs	Operating Systems	Compiler	Interpreter	A	A
3	_____ Are faster than micro computers	Mainframe Computer	Mini Computer	Micro Computer	Hybrid Computers	B	B
4	_____ Are faster than mini computers.	Mainframe Computer	Mini Computer	Micro Computer	Hybrid Computers	A	A
5	_____ is interconnected network.	printer	Internet	Web site	Home page	B	B
6	With the help of ………….. Option on View Tab Ribbon, the Title bar, Menu bar and toolbars of the MS-Word window are hidden.	Normal	Page Layout	Custom View	Full Screen	D	D
7	……… item is printed at the bottom of each page	Header	Foot Note	Title	Footer	D	D
8	……..option of table is used to arrange data in ascending order.	sort	merge	add	None of these	A	A
9	…….tab is used for ruler show and hide	Data	Formula	View	Insert	C	C
10	………is the shortcut key for closing document in MS-Word	CTRL+A	CTRL+Z	CTRL+Y	CTRL+W	D	D
11	_____ Function makes the number in the brackets round to the number upto specific digits.	= IF()	= Max()	= Round()	= Ceiling()	C	C
12	_____ means set of different formatting effects.	Style	Font Size	Font Group	Font	A	A
13	With …………… Function Current System Time gets inserted in Current Cell.	=Now( )	=Time( )	=Curent Time( )	=Clock( )	A	A
14	Below the _____ area, we get sheet Tabs	worksheet	Cell	Row	Column	A	A
15	_____ Option is available only in MS_EXCEL Window.	Status Bar	Formula Bar	Menu bar	Title Bar	B	B
16	Align Text command is available in _____ group in PowerPoint	Clipboard	Slides	Font	Paragraph	D	D
17	To play the animation after specific time _____ option under the timing section is set.	Design	Insert	Delay	Animation	C	C
18	Background Command group is in _____ Tab.	Insert	Design	Tools	File	B	B
19	Background Styles command is available in _____ tab in PowerPoint	Home	Insert	Transition	Design	D	D
20	Blank slides contain some default -------------- for inserting Text / Picture/Objects etc.	Dotted Lines	Dotted Circle	Dotted box	Dots	C	C
21	_____ Virus disturbs the boot sectors of the disk.	Boot	File	Blog	Bug	A	A
22	_____ means raw information given to computer as input.	Characters	Information	Data	Analysis	C	C
23	_____ Is a secondary memory.	RAM	ROM	Cache	Optical Disk	D	D
24	Calculations are performed by_____	Memory Unit	Monitor	ALU	Keyboard	C	C
25	_____ Is an example of system software.	Word processor	spreadsheet	presentation	Unix	D	D