

Maharashtra State Council Of Examination , Pune
OBJECTIVE QUESTION
FINAL ANSWER KEY GCC - TBC JUNE 2025 ENG 30 - WPM BATCH - '704'

| SrNo | Question | Option_A | Option_B | Option_C | Option_D | Provisional Answer | Final Answer |
|------|--|----------------------|---------------------|---------------------|----------------------|--------------------|--------------|
| 1 | Capacity of cd is _____ | 100 Mb | 700 Mb | 2 Gb | None Of Above | B | B |
| 2 | ----- is used for data reading on CD. | CD Drive | Floppy Drive | Hard Drive | Pen drive | A | A |
| 3 | CD stands for _____ | Circular Disk | Compact Drive | Circular Drive | Compact Disc | D | D |
| 4 | It is possible to _____ files on cd rom. | Read | Write | Delete | All Of Above | A | A |
| 5 | It is possible to delete files on cd-rom. | TRUE | FALSE | | | B | B |
| 6 | ctrl+___ is used for to cut the selection | Y | X | Z | B | B | B |
| 7 | Ctrl+_____ key used for selecting the whole or complete document | A | B | C | D | A | A |
| 8 | Ctrl+..... is used for Double Line Spacing | 2 | 3 | 4 | 5 | A | A |
| 9 | Ctrl+..... with an arrow key used for to select a block of text | SHIFT | delete | undo | redo | A | A |
| 10 | In Word document For removing Tab from the list click on.....button | set | clear | left | right | B | B |
| 11 | The Alignment of Cells in Excel Sheet can be done by | View -->Alignment | Home -->Alignment | Home--> align | None of these | B | B |
| 12 | In Excel Default Row Height is _____ | 25 picos | 15 points | 5 cm | 1" | B | B |
| 13 | All commands are given in the form of Tabs and Ribbon in Excel 2019. | TRUE | FALSE | | | A | A |
| 14 | Excel file Extension XLSX means _____ | rosoft Excel Workb | rosoft Excel Templ | Web Page | rosoft Office Workp | A | A |
| 15 | Each Excel file is called a Workbook because _____ | ontains Text and D | It can be modified | n contain Many Shs | to work hard to c | C | C |
| 16 | Notes page view can be accessed from which tab? | Insert | File | Edit | View | D | D |
| 17 | The notes page view is used to _____ | peaker notes for the | ontent of the prese | Edit a single slide | ll slides on one pag | A | A |
| 18 | To rotate or flip the selected object _____ option under the format tab is selected. | Oval | Chart | Tables | Rotate | D | D |
| 19 | The usage of 'Outline View' of Word and PowerPoint are similar. | TRUE | FALSE | | | A | A |
| 20 | Page Setup command is available in _____ tab in PowerPoint | Home | Insert | Design | View | C | C |
| 21 | Characteristics of computer are _____ | Speed | Accuracy | Diligence | All of these | D | D |
| 22 | Monitor of a computer is called as _____ | Head | Visual Display Unit | Projection Unit | Outer Unit | B | B |
| 23 | In Computer E-Mail is a way of _____ messages. | Sending | Copying | Moving | Downloading | A | A |
| 24 | _____ is necessary to connect our Computer with Internet | Modem | elephone Instrumen | CD Drive | Pen Drive | A | A |
| 25 | To connect computer and telephone _____ Is required | elephone Instrumen | Modem | CD Drive | Pen Drive | B | B |
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