

**Maharashtra State Council Of Examination , Pune**  
**OBJECTIVE QUESTION**  
**FINAL ANSWER KEY GCC - TBC JUNE 2025 ENG 40 - WPM BATCH - '101'**

SrNo	Question	Option_A	Option_B	Option_C	Option_D	Provisional Answer	Final Answer
1	In _____ style of fonts the text gets tilted towards right side from top.	Italics	Bold	Face	Size	A	A
2	In _____ input device, optical pulses are converted into electrical pulses	Light Mouse	Light Pen	Bar Code	None of Above	C	C
3	HTTP is abbreviation of _____	ertext transport p	ext transport perm	ertext transport p	ertext transfer Prot	D	D
4	In _____ type of memory when supply is cut off, memory content are lost.	PERMANENT	VOLATILE	BOTH A AND B	NONE OF ABOVE	B	B
5	It is not possible make corrections using computers	TRUE	FALSE			B	B
6	Can we use Existing list in Mail Merge	TRUE	FALSE			A	A
7	__command/facility is used to correct the common spelling mistakes.	Auto Text	Auto Corrent	Auto Format	None of these	B	B
8	Use _____ key to select only one character on right side of Cursor.	Shift + →	Shift + ←	Ctrl + →	Ctrl + ←	A	A
9	_____ can be used to set margins and indents in Document.	Status Area	Ruler Line	Status Bar	Toolbar	B	B
10	Different types of Underlines are available in _____ Group of Home Tab.	Print	Font	Save as	Mail merge	B	B
11	= Sum (F8:F12) this function sort the values in cells range between F8 to F12.	TRUE	FALSE			B	B
12	The keyboard shortcut to paste contents is ctrl + p.	TRUE	FALSE			B	B
13	What is the keyboard shortcut to select all in a worksheet ?	Ctrl+ a	Ctrl+ l	Ctrl+ c	Ctrl+ h	A	A
14	_____ cannot be used while typing formula.	Number	Spaces	Characters	Special Characters	B	B
15	Which option is used to see data in rows based on the specific condition in MS Excel 2019 ?	filter	sort	sieve	forms	A	A
16	Use F5 function key for _____	slide show	animations	stop slide show	exist from slide	A	A
17	Use _____ function key for slide show	F1	F2	F3	F5	D	D
18	Use F5 function key for slide show	TRUE	FALSE			A	A
19	With slide show Tab we can view slide from _____	beginning	ending	middle	None of these	A	A
20	_____ are printed notes of speech, footnote made for speech.	Slide	Speaker's Note	Worksheet	None of these	B	B
21	_____ is result after processing the input.	Input	Output	Logic	Storage	B	B
22	With the _____ device input is given in the form of voice or speech.	Keyboard	Light Pen	Monitor	Voice Input	D	D
23	For _____ type of disk laser technology is used.	Magnetic	Optical	Electric	Hard	B	B
24	One of the way to prevent virus is _____	Hardware	Anti-Virus	Voice Input	Light Pen	B	B
25	With _____ device we get a hardcopy of our data.	Output	Input	Both A & B	None of the options	A	A