Maharashtra State Council Of Examination , Pune
OBJECTIVE QUESTION
FINAL ANSWER KEY GCC - TBC JUNE 2025 ENG 40 - WPM BATCH - '104'

SrNo	Question	Option_A	Option_B	Option_C	Option_D	Provisional Answer	Final Answer
1	Which the last part in Email Address?	User Name	Password	Domain code	Domain Address	C	C
2	What is Email?	Electrical Mail	Electronic Mail	Electronic Mode	Electrical Mail	B	B
3	Passwords in email is used for _____	networking	sharing	Security	mailing	C	C
4	In Email CC means Courtesy Copy means	Copy case	Cut copy	Courtesy Copy	Cureent copy	C	C
5	In E-mail BCC means Blind carbon copy.	TRUE	FALSE			A	A
6	Using _____ format we can open & read documents .	PPF	PMF	PDF	None of these	C	C
7	We can add callouts from _____ option	Insert	Page Layout	View	Shapes	D	D
8	In _____ View, automatic page break are displayed with Dotted lines.	Web Layout	Print Layout	Draft	Outline	C	C
9	_____ shortcut key is used to give Center alignment	Alt+E	Ctrl+E	Ctrl + L	Ctrl+T	B	B
10	Default file name of ms-word is _____	Document	Book	Presentation	Database	A	A
11	= Lower( ) Function gives Text in capital letter.	TRUE	FALSE			B	B
12	= Min (B4:B10) This will give you the smallest number of numbers in the B4 to B10 cell range.	TRUE	FALSE			A	A
13	= SUM(E8:E11) this function is used to sort the values in between the range E8 to E11	TRUE	FALSE			B	B
14	= TODAY() function is used to insert current system date into cell.	TRUE	FALSE			A	A
15	The Thick Border Around the Active cell is called as_____	cell Pointer	cursor	Border	Outline	A	A
16	In PowerPoint - Every presentation does not contains at least one slide master.	TRUE	FALSE			B	B
17	In PowerPoint , Every presentation contains at least one slide master.	TRUE	FALSE			A	A
18	In PowerPoint, theme can be apply to slides by using _____ option.	Design-view	Design-Theme	Design-background	None of these	B	B
19	In PowerPoint, we can not insert our own recorded voice	TRUE	FALSE			B	B
20	In PowerPoint, animation effects can apply to _____ on individual slides	Only master slide	Only for paragraph	Text or object	None of these	C	C
21	_____ uses the technique of Non-impact printing.	Ink-Jet Printer	Line Printer	Both A & B	None of the options	C	C
22	____ is used to store permanent information.	CPU	VDU	DVD-ROM	DVD-RW	C	C
23	Which of the terms as browser?	Launcher	Email	World Wide Web	Netscape	D	D
24	.bmp type of file can be created using _____	Notepad	MS-Word	MS-Excel	MS-Paint	D	D
25	.DOCX is an extension of a file created by using_____	Word version 97 To	Word version 2007 To	image file	Audio File	B	B