

**Maharashtra State Council Of Examination , Pune**  
**OBJECTIVE QUESTION**  
**FINAL ANSWER KEY GCC - TBC JUNE 2025 ENG 40 - WPM BATCH - '203'**

SrNo	Question	Option_A	Option_B	Option_C	Option_D	Provisional Answer	Final Answer
1	_____ type of computer uses meter to show the comparison between two things.	Analogue	Digital	Super	Mainframe	A	A
2	_____ device is used to get the output on paper.	Mouse	Monitor	Printer	Modem	C	C
3	_____ memory is of size of finger nail	HDD	FDD	Flash Memory Card	RAM	C	C
4	_____ company has developed AVI for Windows Operating system.	Microsoft	Adobe	Google	Oracle	A	A
5	By using the device _____, a document can be scanned.	Scanner	Keyboard	Barcode Reader	Mouse	A	A
6	_____ apperas ghosted text behind the main body text	Highlighter	Selector	Watermark	Image	C	C
7	For Mathematical Equation Insert Tab- _____ option used in Word	Formula	Equation	Symbol	None of these	B	B
8	In Ms-word spelling mistakes displayed with the _____ color	Red	Green	Yellow	Black	A	A
9	Text styling feature of Ms-word is _____	Style	Feature	Wordart	Text effect	C	C
10	In MS-Word we use ctrl+r shortcut key is used for ____ alignment	left	right	center	None of these	B	B
11	Which keyboard shortcut is used to create a new workbook in MS Excel 2019?	Ctrl+ b	Ctrl+n	Ctrl+ w	Ctrl+ k	B	B
12	Which keyboard shortcut which copies the selected cell in MS Excel 2019?	Ctrl + a	Ctrl + b	Ctrl + c	Ctrl + d	C	C
13	What is the keyboard shortcut to search text in a worksheet ?	Ctrl+ s	Ctrl+ f	Ctrl+ a	Ctrl+ d	B	B
14	MS Excel 2019 is powerful _____	spreadsheet package	operating system	programming language	All of these	A	A
15	In MS Excel Page Break can be Viewed in _____	Form	Print Back Preview	Page Break Preview	Normal	C	C
16	----- means the effects given in Slide, regarding how the Objects appeared during Slide show.	Animation	Slide Show	Slide Transition	ClipArt	A	A
17	----- view is useful to type matter on slide.	Print Layout	Outline	Normal	None of the above	C	C
18	----- Menu is available only in Power Point.	Windows	View	Slide Show	Format	C	C
19	"Auto flow" command is available in _____ menu bar	Layout	File	Edit	Type	D	D
20	"Select all" command is available in _____ menu	Layout	File	Edit	Type	C	C
21	_____ is shortcut key for refresh webpage.	F3	F4	F5	F6	C	C
22	Using _____ will help you to get to web sites without typing the address.	Search engine	Mail engine	Web finder	Search Mail	A	A
23	The storage capacity of _____ type of disk is greater.	Hard	DVD	CD	Floppy disc	A	A
24	_____ corrupts the file.	Antivirus	Screen Saver	Virus	Memory	C	C
25	_____ is collection of graphic characters.	Typeface	Graphicface	GraphicCharacter	None of Above	A	A