

Maharashtra State Council Of Examination , Pune							
OBJECTIVE QUESTION							
FINAL ANSWER KEY GCC - TBC JUNE 2025 ENG 40 - WPM BATCH - '304'							
SrNo	Question	Option_A	Option_B	Option_C	Option_D	Provisional Answer	Final Answer
1	_____ device is used to translate Digital data into Analog data.	Memory	HDD	Mother Board	Modem	D	D
2	Using _____ type of input device you can point an item, write or touch on the screen.	Keyboard	Light Pen	Monitor	Voice Input	B	B
3	_____ input system uses voice recognition system	Voice	Text	Video	None of Above	A	A
4	_____ memory cannot be changed or modified	RAM	ROM	Cache	All of Above	B	B
5	_____ memory is NOT erased on power cut	HDD	ROM	Both A and B	None of Above	C	C
6	_____ Tab in MSWord can be used to change character size and typeface?	View	Tools	Home	Data	C	C
7	_____ is shortcut key used for select all	Ctrl+I	Ctrl+S	Ctrl+A	Ctrl+N	C	C
8	_____ tab generally used for editing and formatting text	File	Home	Data	View	B	B
9	_____ means number of alphabet that appear little above of the normal text	Subscript	Superscript	Hyphen	Script	B	B
10	_____ option is used for checking grammar with spellings	Grammar & spelling	Spelling	Check	Grammar	A	A
11	By using _____ command selected cell range can be named with different name.	ula Tab - Name Man	Data Tab - Filter	rt Tab - Name Man	None of these	A	A
12	_____ is the serial number of a row from table array from which corresponding value is to be given as output.	Row Index Number	Index Number	Column Number	Row Number	A	A
13	_____ function is used to search lookup value in the given Lookup Vector Column.	Hlook	Lookup(Vector)	Vlook	Look	B	B
14	= Upper() function is used to convert the provided text into _____	Small	Capital	Small Caps	Title only	B	B
15	=LEN() is used to find the length of the string.	TRUE	FALSE			A	A
16	_____ is Power Point file extention.	.docx	.pptx	.mdb	.bmp	B	B
17	_____ is video editing software	indows Movie Mak	Adobe after effects	Corel Video Studio	All of Above	D	D
18	A _____ slide show displays the only slides you select.	From Beginning	From Current Slider	roadcast Slide Sho	Custom Slide Show	D	D
19	_____ view is available in PowerPoint	Normal	Notes Page	Reading View	All of these	D	D
20	Using _____ option we can set length of animation.	Timing	Speed	Duration	None of these	C	C
21	To prevent _____ we should not open any unknown/untrusted website.	Antivirus	Screen Saver	Virus	Memory	C	C
22	_____ are examples of E-Commerce sites.	Amazon	Flipkart	Snapdeal	All of Above	D	D
23	_____ is measurement used to measure font	inch	cm	point	None of Above	C	C
24	_____ protocol transfer hyper text tags and data to user understandable GUI.	HTTP	HGUI	HTUI	None of Above	A	A
25	_____ type of CD is similar to use of Floppy disc.	CD-ROM	CD-R	CD-RW	None of these	C	C