

**Maharashtra State Council Of Examination , Pune**  
**OBJECTIVE QUESTION**  
**FINAL ANSWER KEY GCC - TBC JUNE 2025 ENG 40 - WPM BATCH - '305'**

| SrNo | Question   | Option_A       | Option_B        | Option_C           | Option_D            | Provisional Answer | Final Answer |
|------|--|----------------|-----------------|--------------------|---------------------|--------------------|--------------|
| 1    | _____ memory is erased on power cut  | Cache          | ROM             | RAM                | All of Above        | C                  | C            |
| 2    | _____ Keys are combination keys  | Ctrl           | Alt             | Shift              | All of these        | D                  | D            |
| 3    | _____ type of computers combine features of both analog and digital computers. | Hybrid         | Super           | Mainframe          | All of Above        | A                  | A            |
| 4    | _____ is called photoelectric scanners.  | Pen Scanner    | Bar code reader | Portable Scanner   | Flatbed scanner     | B                  | B            |
| 5    | In Computer, small electronic parts are mounted on _____                       | Microprocessor | RAM             | ROM                | Motherboard         | D                  | D            |
| 6    | You can Insert Caption to figure from _____ Tab                                | Insert         | Review          | Refference         | add-Ins             | C                  | C            |
| 7    | _____ change the overall design of the entire document                         | Page Layout    | Theme           | Review             | Data                | B                  | B            |
| 8    | Due to _____ Option Columns width is adjusted due to its content in the table. | Autofit        | AutoFormat      | AutoText           | AutoCut             | A                  | A            |
| 9    | _____ tab contain page setting   | Page           | Layout          | Page Layout        | View                | C                  | C            |
| 10   | _____ make all content visible within a cell displaying it on multiple lines   | Multiple       | Text spacing    | Multitext          | Wrap Text           | D                  | D            |
| 11   | Clipart option is available in Insert tab                                      | TRUE           | FALSE           |                    |                     | A                  | A            |
| 12   | = lower() function is used to convert the provided text into small cases.      | TRUE           | FALSE           |                    |                     | A                  | A            |
| 13   | =round() function rounds off the given number upto a specific digit limit.     | TRUE           | FALSE           |                    |                     | A                  | A            |
| 14   | The = TODAY() functions enter the _____  | System Time    | System Clock    | System Date        | ystem Date and Tim  | C                  | C            |
| 15   | _____ option is used to get 1,2,3,4 ... Numbers in Sr. No. Column              | Today          | Average         | Min                | Autofill            | D                  | D            |
| 16   | _____ Function converts the number into nearest integer.                       | Round()        | Min()           | if()               | int()               | D                  | D            |
| 17   | ..... are printed notes of speech, footnote made for speech.                   | Slide          | Speaker's Note  | Worksheet          | None of these       | B                  | B            |
| 18   | In _____ we can see all the slides in the presentation file in thumbnail view. | Proofing       | Review          | Notes page         | Slide Sorter        | D                  | D            |
| 19   | _____ view is not available in PowerPoint                                      | Normal         | Notes Page      | Draft              | None of these       | C                  | C            |
| 20   | _____ click screen clipping to insert picture of any part of the screen        | Screenshot     | View            | File               | Copy                | A                  | A            |
| 21   | _____ is used to search information on internet                                | search engine  | search machine  | Information Search | Information machin  | A                  | A            |
| 22   | Through _____ we can add the information about sender at the end of E-Mail.    | Subject        | Reference       | Salutation         | Signature           | D                  | D            |
| 23   | _____ is valid type of printer.  | icon           | key             | image              | Laser               | D                  | D            |
| 24   | _____ is checking the essential parts of computers.                            | emory Manageme | File Management | rdware Managemen   | None of the options | C                  | C            |
| 25   | _____ is a light sensitive input device.                                       | Keyboard       | Light Pen       | Monitor            | Voice Input         | B                  | B            |
|      |  |                |                 |                    |                     |                    |              |
|      |  |                |                 |                    |                     |                    |              |
|      |  |                |                 |                    |                     |                    |              |
|      |  |                |                 |                    |                     |                    |              |
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