Maharashtra State Council Of Examination , Pune
OBJECTIVE QUESTION
FINAL ANSWER KEY GCC - TBC JUNE 2025 ENG 40 - WPM BATCH - '401'

SrNo	Question	Option_A	Option_B	Option_C	Option_D	Provisional Answer	Final Answer
1	_____ is open platform by Internet for people to interact and share their thoughts.	Shopping cart	Social Networking	Ecommerce	Trading sites	B	B
2	_____ is type of optical Disk.	Floppy Disk Drive	CD	Hard disk	Pen drive	B	B
3	_____ is input device	Printer	Projector	Light Pen	OHP	C	C
4	_____ is used in banks for cheque number printing	Voice	Light	MICR	Bar Code	C	C
5	_____ is used for projection on screen on large wall	Printer	Monitor	Projector	HDTV	C	C
6	_____ spilts the text in two or more columns	Convert	Columns	Text	Change	B	B
7	_____ option is used to adjust column width automatically so as to fit all text in column	Autofit	Fit	Adjust	Correct	A	A
8	We can Embed image or any document from other application software using _____ option	Object	Add	Embed	Import	A	A
9	_____ tab is used for mail merge	Data	Mailing	Review	View	B	B
10	If we want to add fraction _____ option is used	Symbol	Equation	Insert	Home	B	B
11	= Sum (F8:F12) this function sort the values in cells range between F8 to F12.	TRUE	FALSE			B	B
12	_____Option is available only in MS_EXCEL Window.	Status Bar	Formula Bar	Menu bar	Title Bar	B	B
13	_____ Means in built formula basically available in Excel.	Programs	Value	Figures	Functions	D	D
14	_____Function makes the text given in the brackets converted into capital cases and inserted in the cell	Case()	Lower()	Capital()	Upper()	D	D
15	In MS Excel 2019 which key combination will make the a1 cell as active cell?	ctrl + a	ctrl + 1	ctrl + home	ctrl + end	C	C
16	_____ inserts current date and/or time to the current presentation.	Current Date	Current Time	Date & Time	None of these	C	C
17	_____ inserts decorative text in your presentation.	Word Art	Decorative Word	Art Word	Art Text	A	A
18	_____ option is used to see slide show at some particular time pause.	Time	Rehearse Time	Automatic	Watch	B	B
19	_____ view is useful to type matter on slide.	Print Layout	Outline	Normal	Nome of the above	C	C
20	_____ is a video file type.	.mp4	.txt	.png	.mp3	A	A
21	_____ are parts of email	to	subject	body	All of Above	D	D
22	_____ is example of search engine	google	khoj	altavista	All of Above	D	D
23	_____ is widely used software for image editing	Paint	PhotoShop	CorelDraw	PageMaker	B	B
24	_____ is Web Browser software	Internet Explorer	MS Word	MS Excel	MS PowerPoint	A	A
25	_____ bytes= 1 kilobytes	1000	1040	1042	1024	D	D