

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 12 Jul 2023 ENG 30-WPM BATCH-103
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	1024 MB = 1 -	KB	GB	TB	MB	B
2	Ctrl + A means =	Select all	Print All	Copy All	Paste All	A
3	In Email BCC means	Black copy case	Black carbon copy	Blind carbon copy	None of these	C
4	Output of printer is often referred as	Soft Copy	Hard Copy	Digital Copy	None of these	B
5	CHARACTERISTIC OF I.C. is that it _____	Bulky	Slow	Never Became Warm	None of these	C
6	A file which is open can be closed with the _____command	open	delete	close	Esc	C
7	Line tool button is given in insert Tab _____option	Standard	Shape	Formattin g	Status	B
8	For selection of a whole word _____click on the mouse	single	triple	double	None of these	C
9	In MS-Word, the default page orientation for a document is _____	Right orientation	Left orientation	Landscape orientation	Portrait orientation	D
10	Ctrl+L is used for Left Alignment	TRUE	FALSE			A
11	There are maximum _____ sheets in the workbook	250	255	13	205	B
12	In MS Excel 2010 which group contains the "clear" option ?	alignment group	cells group	editing group	Styles group	C
13	We cannot arrange window in ---format	Cascade	Line	Vertical	Cross	D
14	Where you find insert, delete, format in MS Excel 2010 ?	cells group	editing group	Styles group	alignment group	A
15	Which tab contains symbol option in MS Excel 2010 ?	home tab	page layout tab	data tab	insert tab	D
16 view is useful to create a slide	Outline	Normal	Print Layout	None of these	B
17	In PowerPoint Hide Slide option is available under ribbon.	Home	Slide Show	Design	View	B
18	You can create Presentation in MS PowerPoint	TRUE	FALSE			A
19	Which key is used to decrease the font size?	Ctrl + [Ctrl +]	Shift + [Shift +]	A

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 12 Jul 2023 ENG 30-WPM BATCH-103
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
20	Background Format group is in _____ Tab.	Design	Theme	Style	Background	A
21	We can make changes in the information saved in ROM	TRUE	FALSE			B
22	_____ Cables are more safe than coaxial cables	Twisted Pair	Fiber-Optic	Shield Twisted Pair	None of these	B
23	Generally, mouse has _____ Buttons.	One	Three	Four	Ten	B
24	Which Software below is an E-Mail Client?	Gmail	Google Chrome	Internet Explorer	None of these	A
25	In E-Mail BCC stands for _____	Brown carbon copy	Black carbon copy	Blind carbon copy	Blind copy to copy	C