

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 12 Jul 2023 ENG 30-WPM BATCH-105
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Dos stands for _____	Disk Operating System	Dot Operating System	Disk Optimum System	Dot Optiplex System	A
2	_____ Are characteristics of computer	Speed	Accuracy	Diligence	All of these	D
3	BMP means _____	Bit files	Byte Files	Bitmap Files	Bios Files	C
4	.xls is _____ file extension.	Excel 97 to 2003	Excel 2010	Excel 2013	Excel 2007	A
5	Baud Rate is measured in _____	Symbols per second	Symbol per minutes	Bits per minute	Bytes per minute	C
6	Undo command is given in Tool bar	Window	File	Quick Access	Format	C
7	ctrl+E is used for _____	Right Alignment	Center Alignment	left Alignment	Alignment	B
8	"Smiley face" tool button is in the _____ Option of Insert Tab	Shape	Status	Formattin g	Standard	A
9	We can use _____ alignment to keep text on Left Margin	Align Right	AlignCentr e	AlignLeft	None of these	C
10	_____ are the filter option	AutoFilter	Customer Filter	AdvanceF ilter	All of these	D
11	Workbook is type of file available in _____	MS-Word	MS-Excel	MS- Powerpoi nt	All of these	B
12	Toolbar near to File Menu is called as _____	Status	Quick Access Tool Bar	Access	Tool	B
13	Additon of cells B4 & F7 can be done using _____ Formula	=B4*F7	=B4+F7	=B4@F7	=B4/F7	B
14	Page break is viewed in _____ MS-Excel .	Normal	Page Break Preview	Print Break Preview	Form	B
15	Printed version of a worksheet is called a _____	Hard Copy	Copy	File	Workshee t Copy	A
16	The normal view in PowerPoint is used for _____	to type matter in slide	for slide show	to sort slides	to type footnotes	A
17	There are Text alignment available in PowerPoint.	4	6	1	3	A

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18	Recently opened presentation can be accessed from menu	Insert	File	Design	None of these	B
19 are Transitions available in MS - PowerPoint	Fade	Push	Wipe	All of these	D
20	Which key on the keyboard can be used to view slide show?	F1	F5	F10	F2	B
21	_____ contains deleted E-Mail	Compose	Sent Mails	Spam	Trash	D
22	1024 kilobytes make	1 Megabyte	1 Gigabyte	1 Terabyte	8 Bits	A
23	What type of switching does internet work on?	Lines	Circuit	Packet	Bits	C
24	BCC Means _____	Blank Carbon Copy	Blind Carbon Copy	Bank Carbon Copy	Branch Carbon Copy	B
25	A search engine is used to get _____ from internet.	information	Connection	Files	None of these	A