

**MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE**  
**OBJECTIVE QUESTION**  
**GCC - TBC 30-WPM 13 Jul 2023 ENG 30-WPM BATCH-203**  
**PROVISIONAL ANSWER KEY**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	CU Means Control Unit.	TRUE	FALSE			A
2	One can easily make corrections to PDF file.	TRUE	FALSE			B
3	Used Function key "F2"= _____	Rename the selected item	Copy	Paste	Cut	A
4	In email account Where we can see the sending emails?	Spam	Trash	Inbox	Sent mail	D
5	What is the use of E-mail server?	Send Email	Download Games	Upload Songs	None of these	A
6	Basic shapes comes under _____ tab	Review	View	Insert	Page Layout	C
7	_____means readymade formats provided by words.	WordArt	font styles	Font size	Template	D
8	Ctrl + R is used for _____	Re-Open the last closed document	Re-Print the last printed page	Re-Apply the last paragraph formatting	Right align the selected Paragraph	D
9	To remove Caps Lock we have to press the Caps Lock key once again	TRUE	FALSE			A
10	Drops caps are used in document for _____	to drop all capital letter	to drop all paragraph	to make first initial letter large	None of these	C
11	In Ms-Excel Format Painter option is available	TRUE	FALSE			A
12	In Worksheet where Row and Column are intercept each other that place or square is called as	Cell	Column	Border	Row	A
13	To Save Workbook use	Ctrl + A	Ctrl + S	Shift + F5	Ctrl + F2	B
14	_____Option is available only in MS EXCEL Window.	Status Bar	Title Bar	Menu bar	Formula Bar	D
15	Which options you do not find under insert menu in MS Excel 2010 ?	SmartArt	audio	video	Formula	D
16	We can't give transition effect in Slide Sorter View	TRUE	FALSE			B
17	We can give transition effect in Slide Sorter View	TRUE	FALSE			A

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18	The notes page view is used to _____	Prepare speaker notes for the audience	View content of the presentation	Edit a single slide	All slides on one page	A
19	In PowerPoint italic is inside _____ group in home tab	Alignment	Font	Number	Cells	B
20	What is PPT?	PowerPoint Presentation	Page Presentation	Proper Presentation	None of these	A
21	E-mail means _____	Electric mail	Excellent mail	Electronic mail	Emergency mail	C
22	_____ were used in fourth generation computers.	Vacuum Tubes	Transistors	Integrated Circuits	Microprocessors	D
23	Computer does not have _____	Accuracy	Speed	Diligence	Emotions	D
24	Passwords enable users to _____	Retain Confidentiality of files	Make efficient use of time	Get into the system quickly	No use	A
25	SMTP is the protocol for what internet function?	ARPANET	Email	Newsgroups	Gopher	B