

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 13 Jul 2023 ENG 30-WPM BATCH-205
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	_____ is interconnected network.	printer	Internet	Web site	Home page	B
2	In History Internet was started with?	Yahoo	Google	ARPANET	NSFNET	C
3	Fourth generation of computer introduced	Vacuum Tube	Transistors	Integrated Circuits	Microprocessors	D
4	F1 - f12 keys are called	Formula Keys	Shortcut Keys	Function Keys	None of these	C
5	Pc stands for _____	Parallel Computing	Personal Computer	Post Computing	Professional Computing	B
6	In MS-Word 2010 how do you insert a text box in a document	Insert - Tools	Insert - Object	Insert - Text Box	Insert - Picture	C
7	In _____ We can store the required different formatting by placing name for it.	Defaults	Formats	Templates	Styles	D
8	MS-Word has a facility of 'Word _____'.	insert	wrap	delete	swap	B
9	In MS Word Every command is available in Ribbon.	TRUE	FALSE			A
10	ctrl+s is used for	delete	Save	open	delete	B
11	Sort option is available in Menu	Data	Insert	View	Formulas	A
12	Which function will display "maharashtra state" in cell of MS Excel 2010 ?	=lowercase("Maharashtra State")	=smallcase("Maharashtra State")	=lower("Maharashtra State")	=smallLetter("Maharashtra state")	C
13	In MS Excel 2010 What is default extension of workbook?	.xll	.slx	.slxx	.xlsx	D
14	Which group allows you to apply border to cells in MS Excel 2010 ?	border group	editing group	font group	cells group	C
15	In Worksheet the Heading of last Column is XFD	TRUE	FALSE			A
16	Reset command is available in _____ group in PowerPoint.	Slides	Clipboard	Font	Paragraph	A
17	We can't insert our recorded voice in Slide Show.	TRUE	FALSE			B

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 13 Jul 2023 ENG 30-WPM BATCH-205
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
18	WMF means _____	Windows Main File	Windows Metafile	Windows Map Frame	Window Main Frame	B
19	How can you insert bar graph in a presentation?	Insert=>Chart =>Bar	Insert=>Image	Edit=>Image	Edit=>Chart	A
20	Which of the following can be prepared in Power Point software?	Document	Slide show	Workbook	Database	B
21	In Windows 7, F5 key is used to display help.	TRUE	FALSE			B
22	_____ means contains some education information.	edu	com	gov	net	A
23	Boot virus disturbs _____ of the disk.	.com file	.exe file	boot sectors	None of these	C
24	Which of the following is not required in order to send E-Mail?	e-mail program	access to internet	e-mail account	Webpage	D
25	_____ means set of instructions given to the computer.	software	Hardware	Program	Process	C