

**MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE**  
**OBJECTIVE QUESTION**  
**GCC - TBC 30-WPM 14 Jul 2023 ENG 30-WPM BATCH-301**  
**PROVISIONAL ANSWER KEY**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Which is not an Email component?	cc	bcc	ABC	subject	C
2	What is Internet Explorer?	Server	Browser	Website	Client	B
3	Second generation of computer introduced _____	Vaccum Tube	Transistors	Integrated Circuits	Microprocessors	B
4	Laptop is also called as Notebook PC.	TRUE	FALSE			A
5	_which is Email client software?	Chrome	Internet Explorer	Microsoft outlook	Gopher	C
6	Vertical strip to the right of the document is called as _____	Horizontal Scroll Bar	Vertical scroll bar	scroll bar	None of these	B
7	Print option is given in _____ Menu.	View	File	Edit	Window	B
8	To change the typeface of a document _____ Tab will you choose.	Edit	View	Format	Tools	C
9	In Word _____ is the shortcut-key for manual line break.	CTRL + Enter	Alt + Enter	Shift + Enter	Space + Enter	C
10	Save option is used to make duplicate copy of a file	TRUE	FALSE			B
11	What is default zoom % in MS Excel 2010 ?	1	80	100	110	C
12	To select complete row click on _____	Row Number	Title Bar	Ruler	All Cells	A
13	The Zoom slider strip can be viewed at the right hand side of _____ bar	Scroll bar	Title Bar	Status Bar	None of these	C
14	With _____ Function, current System Date gets inserted in cell	=Date()	=Setdate()	=Currentdate()	=Today()	D
15	How many kinds of Alignment are available in MS-Excel.	3	5	6	7	C
16	In the _____ pane we can get the current slide in larger size.	Notes	Slide	Handouts	Zoom	B
17	Background command is given in _____ Tab.	Insert	Design	Tools	File	B
18	In PowerPoint comment option is available under _____ ribbon.	Review	Design	Slide Show	Transitions	A
19	_____ view is not available in PowerPoint	Normal	Notes Page	Draft	None of these	C

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20	Line spacing command is available in _____ group in PowerPoint.	Clipboard	Slides	Font	Paragraph	D
21	www.google.com is an example of _____	Search Engine	E-Mail Service	Social networking Site	None of these	A
22	Unrequested or unsolicited E-Mail is referred as	Received Mails	Sent Mails	Trashed Mails	Spams	D
23	Email received us is shown in Inbox.	TRUE	FALSE			A
24	Which Software below is an Email Client?	Windows 7	Internet Explorer	MS-Office 2010	Outlook	D
25	www.google.com is the example of _____	Email Service	Search Engine	Social Networking site	None of these	C