

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 14 Jul 2023 ENG 30-WPM BATCH-304
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Monitor Size is measured	Height	Width	Diagonally	None of these	C
2	1024 mb =	1 Kb	1 Mb	1 Gb	1 Tb	C
3	Website's main page is called as ?	Browser page	Search page	Home page	Bookmark	C
4	_____ means raw type of information	Program	Data	Information	System	B
5	Joystick is _____ Device.	Output	Speaker	Input	None of these	C
6	In Ms-Word, showing word underlined with a wave red line indicates	Grammatical Mistake	A highlighted word	spelling mistake	An underlined word	C
7	Drop 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
8	Which feature do you use to create a newspaper like document?	Bullets & Numbering	Tables	Columns	Tab Stops	C
9	Headers and Footers are displayed in _____ view.	Web Layout	Print Layout	Normal	Outline	B
10	Word Processing Software does not create Text Based Document	TRUE	FALSE			B
11	Cell value typed in Selected cell displayed in	Status Bar	Formula Bar	Title Bar	None of these	B
12	File name of current sheet is shown on	Reference Area	Title Bar	Page	On Cell	B
13	Excel file Extension XLSX means _____	Microsoft Excel Workbook	Microsoft Excel Template	Web Page	Microsoft Office Workplace	A
14	Which is not a type of view of spreadsheet in MS Excel 2010 ?	normal	vertical	page break	full screen	B
15	The name box in MS Excel 2010 shows name of worksheet.	TRUE	FALSE			B
16	In PowerPoint Smart Art can be inserted from _____ Tab.	Insert	Links	Text	Images	A

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 14 Jul 2023 ENG 30-WPM BATCH-304
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
17	In order to edit a chart you can _____	triple click on chart	click and drag a chart	double click the chart	drag the chart	C
18	PPT stands for _____	PowerPoint	picture	Bitmap Image	Bitwise Image	A
19	In PowerPoint Page Setup command is available under	Home	Insert	Design	Transition	C
20	In PowerPoint Bold is inside _____ group in home tab	Alignment	Font	Number	Cells	B
21	8 bits= _____	1 Byte	1024 Bytes	4 Bytes	1 Kilobytes	A
22	Forwarding E-Mail is the same as replying to an E-Mail message.	TRUE	FALSE			B
23	What software allows you to view internet sites?	Notepad	HTML	PageMaker	Browser	D
24	Which is not a domain name extension	.gov	.org	.net	.inn	D
25	_____ Is text which is automatically inserted at the bottom of every E-Mail.	Signature	People widget	People text	Personal information	A