

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**GCC - TBC 30-WPM 14 Jul 2023 ENG 30-WPM BATCH-305**  
**PROVISIONAL ANSWER KEY**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	FDD stands for ____	Floppy Disk Drive	Fresh Disk Drive	Floppy Drive Disk	None of these	A
2	Comparison process is done in Operations.	Arithmetic	Logical	Binary	Bits	B
3	Baud Rate is measured in	Bytes pe Second	Bits per minute	Bytes per minute	None of these	D
4	Extension of text file is	.Txt	.Pptx	.Docx	.Exe	A
5	1024 GB = 1	Terabyte	Gigabyte	Megabyte	Kilobyte	A
6	You can create _____ type of file by using word processors	document	worksheet	database	presentation	A
7	print option available in ____ Menu	File	view	insert	None of these	A
8	_____ bar displays name of document with program name	Menu	Task	Title	status	C
9	For to Justified Allignment _____ short cut key is used in word	ctrl+D	ctrl+J	ctrl+G	ctrl+B	B
10	Total number of _____ in current document is shown on status bar	pages	text	Numbers	symbols	A
11	Which is not a correct chart type in MS Excel 2010 ?	surface	scatter	gather	stock	C
12	MS-Excel is __ type of Application Software	Word Processor	Spreadsheet	Image Editor	Presentation Maker	B
13	Which options is not available under merge & center in MS Excel 2010 ?	remove cells	merge & center	unmerge cells	merge across	A
14	Which is not a function in MS Excel 2010 ?	today()	sumfor()	countif()	sumif()	B
15	What is used to copy formatting from one place to another in MS Excel 2010 ?	copy paste	format paste	format painter	copy painter	C
16	We can change the slide background only of one slide.	TRUE	FALSE			A
17	In PowerPoint font face is inside _____ group in home tab	Timing	Font	Presentation Views	Page setup	B
18	.ppt extension is for _____ software files.	Ms Excel	Ms PowerPoint	Ms Presenter	Ms Word	B
19	The order of the slides cannot be changed.	TRUE	FALSE			B

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20	Header and Footer option are given in _____ Tab.	Insert	Window	Slide Show	Format	A
21	In Gmail, forward button is used to _____	Forward E-Mail	Delete E-Mail	Write a new E-Mail	Reply to E-Mail	A
22	_____ Is an example of Application Software.	Interpreter	Operating System	Browser	Compiler	C
23	DVD is a type of _____ disk.	Optical	Hard Disk	Magnetic	Floppy	A
24	Hard disk is also known as _____ Disk	Magnetic	Optical	Plastic	Fiber	A
25	Folder is also known as _____	Directory	Container	Popup	icon	A