

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 15 Jul 2023 ENG 30-WPM BATCH-401
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Gmail services provided by	Microsoft	IBM	Google	None of these	C
2	1024 gigabyte =	1 Kilobyte	1 Megabyte	1 Gigabyte	1 Terabyte	D
3	"Control" Key is _____ Key.	Enter	Insert	Addition	Combination	D
4	Ctrl + O means _____	Open a File	Copy a file	Print a file	New File	A
5	Automation is one of the characteristics of computer	TRUE	FALSE			A
6	Formula bar is available in MS Word 2010.	TRUE	FALSE			B
7	_____ is containing of Rows and Columns.	Text Box	Rectangle	Borders	Table	D
8	Undo option is given in _____ Of Toolbar.	File	Window	Format	Quick Access	D
9	_____ tab is used to insert the wordart into the document.	Home	Insert	Data	View	B
10	The term Word Processing means make some process on the	on menu	on text	on number	on symbol	B
11	Ctrl + T is used for creating Table in Excel	TRUE	FALSE			A
12	For Normal Arial Font, Row height is _____ points by default	10	11	15	14	C
13	Below the worksheet area, we get _____	Name Box	Tabs	Formula Bar	Sheet Tabs	D
14	Three or more worksheets cannot be available in one workbook.	TRUE	FALSE			B
15	The TODAY() functions enters the _____	System Date and Time	System Time	System Date	System Day	C
16	To select any word in a slide with mouse on that word	Double click	Single click	Right click	None of these	A
17	BMP means Bitmap Image	TRUE	FALSE			A
18	PPT files are made in _____ type of software.	Presentation Graphics Programs	Word Processor	Browser	Database	A
19	Slides Can be created in MS-PowerPoint.	TRUE	FALSE			A
20	You cannot create duplicate slide in PowerPoint.	TRUE	FALSE			B

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PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
21	in Windows 7, _____ key cancels the current task.	Delete	Alt	Esc	Shift	C
22	Computer in office automation can be used for	Letter Writing	Report Writing	Drawing	All of these	D
23	E-Mail is used to communicate over the Internet.	TRUE	FALSE			A
24	HTTP stands for Hyper Text Transfer Protocol	TRUE	FALSE			A
25	_____ is a secondary memory.	RAM	ROM	Cache	Optical Disk	D