MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 17 Jul 2023 ENG 30-WPM BATCH-504
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Windows 95 is an _____	Application System	Data System	Operating System	None of these	C
2	Usb stands for _____	Uniform Series Bus	Universal Series Bus	Universal Serial Bus	None of these	C
3	Office automation includes	Drawing	Report Writing	Presentation	All of these	D
4	Typically data storage capacty of memory card is	2 Gb - 64 Gb	2 Gb - 10 Gb	100 Gb - 1000 Gb	None of these	A
5	Computer Memory is calculated in ____	Bits	Byte	File	Data	B
6	Use _____ Key combination for undo command	Ctrl + A	Ctrls + Z	Ctrl + P	Ctrl + W	B
7	The minimum number of rows and columns in MS Word document is ____	1 and 1	2 and 2	1 and 3	2 and 4	A
8	Page Nos., Dates etc. related information displyed in _____	Margins	Header/Footer	Page breaks	Margins	B
9	You can create Document Type of file by using word processors.	TRUE	FALSE			A
10	By default page orientation in word is ____	vertical	landscape	portrait	horizontal	C
11	To select Complete Row Click on _____	Row Number	Title Bar	Ruler	All cells	A
12	What is maximum possible zoom % in MS Excel 2010 ?	10	20	400	500	C
13	MS Excel is _____ Type of Application Software	Word Processor	Spreedsheet	Image Editor	Presentation Marker	B
14	= Lower() Function use to convert text in to _____ case.	Capital	Small	Big	Upper	B
15	What is referred to group of selected cells in MS Excel 2010 ?	table	rows	cell range	columns	C
16	Header and Footer are visible on each slide in PowerPoint	TRUE	FALSE			A
17	Bullets option is available in _____ group in PowerPoint	Clipboard	Slides	Font	Paragraph	D

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18	By pressing _____ key we can stop the running slide show.	Close	Exit	Escape	None of these	C
19	Default name of presentation is	Presentation1	Document 1	Workbook 1	None of these	A
20	Transitions can be applied to each _____	Object	Text	Slide	All of these	C
21	Processed data is also called as _____	Data	Information	Analysis	characters	B
22	__ is the short form of Weblog	WB	WL	Blog	None of these	C
23	To prevent computer from virus, use _____	Virus Protector	Antivirus	Anti Protect	Virus Wall	B
24	While reply to E-Mail we need to retype the E-Mail id.	Never	Always	Sometimes	None of these	A
25	Different types of keyboard are_____	Wireless Keyboard	Flexible Keyboard	Ergonomic Keyboard	All of these	D