

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 18 Jul 2023 ENG 30-WPM BATCH-602
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	_____ Is not output device	Microphone	Monitor	Printer	Plotter	A
2	URL stands for Uniform Resource Location.	TRUE	FALSE			B
3	_____ Are faster than mini computers.	Mainframe Computer	Mini Computer	Micro Computer	Hybrid Computers	A
4	CPU stand for	Central Processing Unit	Common Processing Unit	Central Program Unit	Common Program Unit	A
5	LCD Means-	Light Code Display	Light case display	Liquid Crystal Display	Long case display	C
6	We can't change the text direction in the table.	TRUE	FALSE			B
7	ctrl+Y is the shortcut key for in MS Word 2010	undo	redo	select all	cut	B
8	In MS-Word, what is the maximum scale percentage available in scale drop down bar ?	500	200	100	90	A
9	Page margin comes under _____ tab in MS Word 2010	layout tab	home tab	view tab	page layout tab	D
10	In MS-Word, how do you close an existing document?	Ctrl + F1	Ctrl + F2	Alt+F4	Ctrl + F4	C
11	What is minimum possible zoom % in MS Excel 2010 ?	10	20	400	500	A
12	Which is not a correct function in MS Excel 2010 ?	today()	now()	countif()	total()	D
13	Excel is not generally used for data analysis in offices.	TRUE	FALSE			B
14	Which a referred as a workbook in MS-Excel?	set of worksheets	set of numbers	set of documents	set of pictures	A
15	Which is not a correct view in MS Excel 2010 ?	page layout	normal	page break view	print layout view	D
16	We can apply various _____ effects to presentation	Formula	Animation	Document	None of these	B
17	To start slide show _____	Slide show=>From Beginning	Insert=>Start slide show	Home=>start Slide show	Slide show=>End	A

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18	The default file name of Powerpoint is	Presentati on1	Workbook 1	Document 1	File1	A
19	Reset command is available in group in PowerPoint.	Slides	Clipboard	Font	Paragraph	A
20	WMF means _____	Windows Metafile	Windows Map Frame	Windows Main File	Windows Main Frame	A
21	_____ files can not be edited.	PDF	MS-Word	MS-Excel	MS-PowerPoint	A
22	The world wide interconnected system of a computer network is called.	Bulletin Board	Internet	Shareware	News group	B
23	_____ Is an application software.	Internet Explorer	Interpreter	Complier	Hyperlink	A
24	Currently available Storage capacity of a Flash Drive is	650 MB To 1 GB	4.7 GB To 17 GB	2 GB To 64 GB	500 GB to 1TB	C
25	E-Mails sent to other accounts are shown in _____ menu.	Inbox	Outbox	Trash	Sent Item	D