

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 18 Jul 2023 ENG 30-WPM BATCH-604
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Control Unit of part of CPU.	TRUE	FALSE			A
2	_____ Is unit of computer memory	Bytes	Mega	Gita	None of these	A
3	_____ Is primary memory.	RAM	Hard Disk	Pen Drive	None of these	A
4	_____ Is secondary memory	Ram	Rom	Cache	None of these	D
5	"PARAM" is the _____ computer	Super	Micro	Mini	Mainframe	A
6	Save as option is given in _____ Menu	File	Formattin g	Status	Drawing	A
7	Page orientation is not possible in MS-Word	TRUE	FALSE			B
8	Caps Lock On is used in Word for _____	All text capital	All text small	Only first character capital	Only first character small	A
9	Use _____ short key to Redo command.	Ctrl + A	Ctrl + Z	Ctrl + W	None of these	D
10	_____ item is printed at the bottom of each page	Header	Foot Note	Title	Footer	D
11	Grids on worksheet in MS Excel 2010 are _____	vertical and horizontal lines	images	graphs	None of these	A
12	_____ Option is available only in MS-Excel Window.	Status Bar	Title Bar	Menu Bar	Formula Bar	D
13	_____ option is to be select to quit Microsoft Excel.	Close	Exit	Minimize	Maximize	B
14	In Excel Cut option is used to _____	Copy and Paste	cut and paste	Cut	New	C
15	In MS-Excel the intersection of a row and a column is called _____	Square	Cubicle	Worksheets	Cell	D
16	Which of the following cannot open a new presentation	Clicking the new button on standard toolbar	click file, new	Click file, open	Press Ctrl+N	C
17	.pptx is the extension of _____	Excel	Access	PowerPoint	Word	C
18	You can see objects in big size using _____	Zoom In	Zoom Out	Size In	Size Out	A
19	Presentation files can be made in Notepad	TRUE	FALSE			B

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20	In Ms Powerpoint 2010 Drawing Group is under Home Tab.	TRUE	FALSE			A
21	Which on of the following is not a search engine.	Bing	Google	Yahoo	Window	D
22	MIDI stands for.	Musical Instrument Digital Interface	Multimedia Instrument Digital Interface	Media Instrument Digital Interface	MP3 Instrument	A
23	CD stands for_____	Compact Drive	Control Disk	Compact Disk	Central Drive	C
24	File Compression Utility program _____ the file size.	Increases	reduces	keeps as it is	None of these	B
25	_____ Means sending received E-Mail to some other mail id.	Compose	Forward	Reply	Delete	B