

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 19 Jul 2023 ENG 30-WPM BATCH-705
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Internal and External are types of memory devices.	TRUE	FALSE			A
2	Shortcut key for Paste is	Ctrl + C	Ctrl + V	Shift + C	Shift + V	B
3	What is the use of ESC key?	Cancel Current Task	Apply Command	Erase Command	Delete Command	A
4	_____ allows information to be shared.	Data	notepad	Network	WordPad	C
5	Pen drive has _____ port.	Usb	Lan	Ps/2	None of these	A
6	_____ is type of Application Software	Windows	Ms-Word	Dos	Unix	B
7	Use _____ Short key for Redo command.	Ctrl + A	Ctrl + Z	Ctrl + Y	Ctrl + W	C
8	The key F12 opens for _____	Save As dialog box	Open dialog box	Save dialog box	Close dialog box	A
9	_____ is not the Section Break Option?	Next Page	Previous Page	Odd Page	Even Page	B
10	_____ Tab we can do page setting in MS-Word	Page Layout	Print Layout	A4	Home	A
11	Select the chart type which is not in MS Excel 2010 .	Radar	robot	doughnut	Bar	B
12	The Alignment of Cells in Excel Sheet can be done by	View -->Alignment	Home -->Alignment	Home-->align	None of these	B
13	In Excel Ctrl + X Command is used for	Copy	Cut	Search	Paste	B
14	'Σ' is a sign of Auto sum	TRUE	FALSE			A
15	To select a whole row, click the mouse pointer on the number of _____	column	row	row & column	All of these	B
16	Changes made in _____ are applied to all the slides.	Main slide	First Slide	Slide Master	Last Slide	C
17	_____ view is available in PowerPoint	Slide Mater	Handout Mater	Notes Master	All of these	D
18	You cannot add graphs to a slide	TRUE	FALSE			B
19	In Powerpoint Date & Time Option is available in _____ Tab.	Home	Insert	View	Review	B
20	Which is the default view in PowerPoint?	Normal	Notes Page	Slide sorter	Outline	A
21	Scanner is an output device.	TRUE	FALSE			B

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22	www.mahavat.gov is example of Government Website.	TRUE	FALSE			A
23	The middle part in email address is	Domain Name	Domain code	Unsername	User Name	A
24	URL is nothing but a	Web address	Client Address	Server Address	Search engine	A
25	Which one below indicates an Email address?	pune@gmail.com	http://gcctbc.org	www.msce.org	C:\msce\email.org	A