

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 40-WPM 12 Jul 2023 ENG 40-WPM BATCH-103
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	In Windows 7 _____ is shortcut key for Activate Menu.	F12	F10	F9	F8	B
2	In windows 7 shortcut key for help is	Esc	Help	F1	Del	C
3	_____ is a type of fingerprint permission.	Biometric	email	login	payments	A
4	Internal and External are types of _____	Keyboard	Scanner	Memory	None of these	C
5	Program means _____	Set of Instructions	Hardware	Computer Parts	None of these	A
6	You can Insert Caption to figure from _____ Tab	Insert	Review	Reference	add-Ins	C
7	Ctrl + _____ letter is used to bold the text	L	B	O	D	B
8	_____ option of table is used to arrange data in ascending order.	sort	merge	add	None of these	A
9 command cannot appears in View Tab	Bold	Ruler	Zoom	Gridlines	A
10	With the help of the _____ we can select the text or paragraph by number of ways.	mouse	joystic	screen	Numbers	A
11	Where you find the option to add textbox in MS Excel 2010 ?	String tab	view tab	Insert tab	embed tab	C
12	A dark colored strip showing the title at the top of MS- Excel window is called as _____	Status Bar	Title Bar	Scroll Bar	None of these	B
13	You can remove comments inserted in a cell in MS Excel 2010 .	TRUE	FALSE			A
14	To print a sheet used command	Ctrl+P	Alt+P	Alt+Ctrl+P	Shift + Ctrl+P	A
15	Fill Command is provided in _____ Tab	Home	Tools	File	Format	A
16	Use F5 function key for _____	slide show	animations	stop slide show	exist from slide	A
17	To select object, image, hanger in PageMaker _____ tool is used	Text	Crop	Pointer	Line	C

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PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
18	Which short cut key inserts a new slide in current presentation?	Ctrl+N & Ctrl + M	Ctrl+M	Ctrl+S	All of these	B
19	In PageMaker _____ tool is used to draw lines.	Line	Straight Line	Rectangle	Polygon	A
20	In PageMaker, _____ tool is used to draw vertical or horizontal lines	select tool	Constrained Tool	select tool	Crop Tool	B
21	_____ is the most common internet protocol.	HTML	TCP/IP	IPX/SPX	NetBEUL	B
22	The equipment need to allow most computers to connect internet is called	Keyboard	Mouse	Modem	None of these	C
23	Internet Explorer is _____ type of software.	Word Processor	Spreadsheet	Web Browser	Presentation Maker	C
24	The start icon is present on the _____ bar.	Taskbar	Statusbar	Titlebar	Menubar	A
25	The sending of letters over the internet is called _____	Drafting	Email	Voice Mail	Video Conferencing System	B