

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 40-WPM 13 Jul 2023 ENG 40-WPM BATCH-201
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	_____ is input device	Printer	Projector	Light Pen	OHP	C
2	_____ computer is smallest in size and usually fits in palm	Desktop	Laptop	Handheld	None of these	C
3	_____ is used to decode Bar Code	Bar Code Decoders	Bar Code Readers	Bar Code Printer	None of these	B
4	PC stands for.	PARALLEL COMPUTING	PERSONAL COMPUTER	POST COMPUTING	PROFESSIONAL COMPUTING	B
5	_____ Is not a characteristic of computer	Slow Processing	Accuracy	Diligence	Ample Storage	A
6	we can resize images in Ms-word	TRUE	FALSE			A
7	_____ access toolbar contain save, undo and redo option	Home	Quick	View	Review	B
8	_____ is shortcut key is used to save the document	Ctrl+A	Ctrl+S	Ctrl+D	Ctrl+E	B
9	Ms-word is most popular application software for	Presentation	Documentation	Database	Editing	B
10	_____ option is used to replace the text in document	Change	Replace	Edit	Find	B
11	In MS-Excel Arranging data in specific order is called as	Data Manipulation	Data Abstraction	Data Certification	Data Sorting	D
12	Which cell will become active if we press ctrl + home key in MS Excel 2010 ?	a1	b1	c1	d1	A
13 is Date and Time Function	=HOUR()	=AND()	=IF()	=FIND()	A
14	Sort and Filter Commands in Home Tab are also available in Tab	View	Data	Page Layout	Insert	B
15	The formula bar in MS Excel 2010 shows contents of cell and formula entered in cell.	TRUE	FALSE			A
16	Slide show presentation can be created using _____ application.	MS-Excel	MS- Word	MS- Access	MS- PowerPoint	D

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17	In PageMaker Paragraph command is available in _____ menu	File	Edit	Window	Type	D
18	In PowerPoint design of the text can be changed by applying _____ command.	Underline	Bold	Font	Font size	C
19	Which of the following is not a palette in PageMaker?	Style Sheets	Control	Colors	Document Layout	D
20	Material consisting of text and numbers is best presented as	A table slide	A bullet slide	A title slide	All of these	A
21	_____ type of CD is similar to use of Floppy disc.	CD-ROM	CD-R	CD-RW	None of these	C
22	bcc means _____	blank carbon copy	blind carbon copy	blind common copy	None of these	B
23	Data in fiber-optic Cable is transferred through	Waves	Light pulses	Range	None of these	B
24	We can not attach _____ File to e-mail.	.exe	.Pdf	.docx	.ppt	A
25	Mouse is a _____ type of device.	Output	Input	ALU	VDU	B