

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 40-WPM 13 Jul 2023 ENG 40-WPM BATCH-202
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Cyber law is created mainly for crimes in Cyber Space.	TRUE	FALSE			A
2	Educational domain are identified as	.edu	.com	.in	.gov	A
3	Audio / Sound data can be input through _____ device.	Mouse	Microphone	Hard Disk	Microprocessor	B
4	Internal Hard disk contains only one magnetic disk.	TRUE	FALSE			B
5	Sound and images can not be included in emails.	TRUE	FALSE			B
6	we can insert chart in ms-word	TRUE	FALSE			A
7	Don't Hyphenate is used to avoid the automatic hyphenation.	TRUE	FALSE			A
8	In Ms- Word for what does the ruler help	To set tabs	To set indents	To change page margins	All of these	D
9 Completes mail merge	Complete Mail Merge	Finish & Merge	Finish Mail Merge	Complete & Merge	B
10	Ms word is _____ Software	System	Main	Secondary	Application	D
11	A dark coloured strip showing the title at the top of Ms- Excel window is called as _____	Status Bar	Title Bar	Scroll Bar	None of these	B
12	Which function will convert decimal numbers into nearest integers in MS Excel 2010 ?	integer()	int()	DecToInt()	decimal()	B
13	Active / Selected Sheet To use this command this command is used.	Review Tab - Protect Sheet	Data Tab - Protect Sheet	Insert Tab - Protect Sheet	None of these	A
14	To start excel, task bar - start button should be clicked.	TRUE	FALSE			A
15	Data sheet is used for storing the chart in MS-Excel.	TRUE	FALSE			B
16	If we right click on text matter menu will be open	File	Quick Access	Edit	Window	B
17	In PageMaker _____ option is used to give numbers to the text.	Bullets	Numbers	Bullets & Numbering	None of these	C

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18	In PowerPoint Rehearse Timing option is available under ribbon.	Slide Show	Review	View	Design	A
19	Which of the following is type of PowerPoint slide show option?	From Beginning	From Current Slide	Custom Slide Show	All of these	D
20	To easily rearrange slides view is used.	Normal	Slide Sorter	Notes Page	Reading View	B
21	_____ is a type of output device.	Voice Input	Speaker	Keyboard	None of these	B
22	In Gmail, Compose button is used to _____	Write a new E-Mail	Reply to E-Mail	Delete E-Mail	Forward E-Mail	A
23	Input to a computer can be given with _____	Keyboard	Monitor	VDU	CPU	A
24	Destructive programs attached to spam email are called _____	Viruses	Drafts	Spams	Trash	A
25	MIDI stands for.	Multimedia Instrument Digital Interface	Musical Instrument Digital Interface	Media Instrument Digital Interface	MP3 Instrument	B