

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 40-WPM 13 Jul 2023 ENG 40-WPM BATCH-203
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	System unit consist of	Mouse	Monitor	Keyboard	None of these	D
2	Audio file can be played in _____ program.	media player	paint	corel	ms-word	A
3	Need to type _____ .com to open Gmail site.	www.yahoo.com	www.netcap.com	www.gmail.com	www.rediffmail.com	C
4	The most common output devices are _____ and Printers.	Monitor	Scanner	Hard Disk	Memory	A
5	What is URL?	Unique Range Locator	Uniform Resource Locator	Unit Rom Locate	Uniform Range Locator	B
6	Arranged data in ascending and descending order is called as	Arranging	Managing	Sorting	Formattin g	C
7	With the help of the bottom option the matter is aligned to the bottom edge of the page.	TRUE	FALSE			A
8	Use _____ short key for Redo command.	Ctrl+A	Ctrl+B	Ctrl+Y	Ctrl+W	C
9	Ctrl+Y shortcut key is used to	Cut	Undo	Redo	Paste	C
10	Microsoft word template files have _____ extension	.docx	.dotx	.doc	.tdoc	B
11	In MS Excel How to insert Hyperlink	Ctrl+L	Ctrl+k	Ctrl+R	Ctrl+1	B
12	"Pie" is types of	Page	Page Layout	Picture	Chart	D
13	_____ Function converts the number into nearest integer.	Round()	Min()	if()	int()	D
14	= SUM(E8:E11) this function rearrange the values in cells range between E8 to E11.	TRUE	FALSE			B
15	In Excel Vlookup is used to search data by reference vertically	TRUE	FALSE			A
16	We can quit from slide show after clicking _____ key on the keyboard.	Esc	Enter	F1	Tab	A
17	Shortcut key for Paste command in PowerPoint is	Ctrl + y	Ctrl + v	Ctrl + c	None of these	B

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18	In PowerPoint, additional slide can be added using _____ option	Master slide	Main slide	New slide	None of these	C
19	_____ command is available in File menu	Preference	paragraph	cut	find	A
20	In PageMaker _____ tool is used to crop objects.	Pointer	Text	Rotation	Crop	D
21	1024 KB = 2 MB	TRUE	FALSE			B
22	.bmp type of file can be created using _____	Notepad	MS-Word	MS-Excel	MS-Paint	D
23	For _____ type of disk laser technology is used.	Magnetic	Optical	Electric	Hard	B
24	_____ is NOT a valid measurement unit of computer memory	KB	MB	GB	VB	D
25	The attachment can be copied in computer by _____ it.	Downloading	Uploading	Moving	Swiping	A