

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 40-WPM 14 Jul 2023 ENG 40-WPM BATCH-301
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Netscape Navigator can be downloaded from.	www.microsoft.com	www.netscape.com	www.gmail.com	www.yahoo.com	B
2	One Byte is a group of bits.	2	4	8	16	C
3	CPU means central unit	Process	Processed	Processing	Processed	C
4	_____ device is used to get the output on paper.	Mouse	Monitor	Printer	Modem	C
5	_____ system helps in faster clearing of cheque in banks	Scanner	Bar Code Readers	Voice Input	MICR	D
6	Word Processing software createdocument.	Video - based	Audio - based	Animation - based	Text - based	D
7	We can send one mail to _____ addresses using mail merge in word	one	two	three	many	D
8	_____ option adjusts the gap between two characters .	Spacing	Kerning	Joining	None of these	B
9	Which of the following keys is used to remove one letter immediately at the back of cursor.	Delete key	Insert Key	End key	Backspace Key	D
10	From Which Tool Bar we can get the Undo Command.	Window	Quick Access Toolbar	Format	File	B
11	Which is called to square formed by the intersection of rows and columns in MS Excel 2010 ?	cell	column	borders	rows	A
12	We can set password for protecting worksheet/workbook.	TRUE	FALSE			A
13	File in excel 2010 has extension.	.doc	.xls	.xlsx	.xlx	C
14	In Worksheet 'C' column and Row 7th that particular Cell will be recognized as	C7	7c	c*7	c+7	A
15	Which function can be used to calculate average in MS Excel 2010 ?	avg()	aver()	percent()	average()	D
16	Slide orientation is available under _____ tab in PowerPoint.	Home	Design	Transition	View	B

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17	There are 3 points to the four side of the Hanger	TRUE	FALSE			B
18	In PageMaker, to draw ellipse tool is used.	Circle	Ellipse	Rectangle	Line	B
19	To create polygon minimum 3 sides are required	TRUE	FALSE			A
20	PageMaker tool box is having tools.	5	10	14	20	C
21	shortcut key to open start menu is	Ctrl	Alt+A	Windows logo icon	Tab	C
22	Is it possible to reply to email, by clicking on forward button?	It is possible	It's not possible	Sometimes its possible	None of these	B
23	_____ is a set of data.	File	Computer	Command	None of these	A
24	CD-R stands for _____	Data Versatile Disk Recordable	Data Versatile Disk Rewritable	Compact Disk Recordable	Compact Disk Rewritable	C
25	_____ can permanently damage software applications	Virus	System Software	Application Software	Antivirus	A