

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 40-WPM 14 Jul 2023 ENG 40-WPM BATCH-304
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Google Chrome is developed by.	Microsoft	Mozilla Corporation	Google corporation	Netscape	C
2	_____ is secondary memory.	HARD DISK	PEN DRIVE	CD/DVD	All of these	D
3	Boot virus spoils _____ on hard disk	Pen Drive	Boot Sector	Memory Card	Song CD	B
4	_____ provides legal validity to all types of Digital records.	Interior Technic Act	Inetworld Technology Acting	Labour Law	Information Technology Act	D
5	1024 Peta Byte = 1 ____	Tera Byte	Zetta Byte	Exa Byte	None of these	C
6	Drop Cap means	Small Caps	Title Case	All Caps	None of these	D
7	_____ Can be used to set margins and indents in Document.	Status area	Ruler line	Status bar	Title Bar	B
8	_____view helps to set outline of current document	Page Layout	outline view	normal	web layout	B
9	In Which Ribbon, we can create the charts	View	Insert	Reference	Page Layout	B
10	Use _____ keys to select the document from cursor position to the end.	Ctrl + Shift + End	Ctrl + shift + Home	Ctrl + shift +F8	Shift + PgUp	A
11	In MS Excel 2010 which group contains the sort & filter, find and select options ?	alignment group	font group	cells group	editing group	D
12	The checkboxes for which protection is to be given are set to be	OFF	ON	Group	ungroupe d	B
13	Row are label as	1,2,3,4,.....	I,II,III,.....	A,B,C,D,.....	a,b,c,d,.....	A
14	Using = Min(B2:b10) Formula, we get the smallest number in Cell B2 to B 10.	TRUE	FALSE			A
15	With _____Option Current System Date get inserted in cell	Date()	Set Date()	Current Date ()	Today()	D
16	To create presentation we use MS-PowerPoint application	TRUE	FALSE			A
17	Which menu of Page Maker contains the font option?	layout	type	utilities	element	B

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18	Which tool is used to type text in PageMaker ?	line	crop	pointer	text	D
19	To move from one view to another we can use _____	View=>Presentation Group	View=>Master Views	Review=>Presentation Views	None of these	A
20	In PageMaker , _____ tool is used to scroll in the document quickly.	Crop Tool	Fill tool	Hand tool	select tool	C
21	Data storage capacity of flash memory cards is from _____	1MB to 10 MB	10MB to 100MB	100MB to 1GB	2GB to 64GB	D
22	12 bits = 1 bytes	TRUE	FALSE			B
23	Computer in office automation can be used for	Letter Writing	Report Writing	Drawing	All of these	D
24	We can not use computer without _____	Language	Application	Operating System	Files	C
25	The internet has enabled the following _____	Net banking	Video Conferencing	Distance learning	All of these	D