

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 40-WPM 14 Jul 2023 ENG 40-WPM BATCH-305
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	WWW is huge collection of _____	Computers	HTTP	Modem	Website	D
2	_____ is common name of flash drive.	Pen Drive	Memory Drive	Hard Drive	All of these	A
3	In digital computers data is interpreted in _____ signals.	0 & 1	2 & 3	100 & 200	10 & 20	A
4	_____ Memory is temporary memory	ROM	Virtual	RAM	External	C
5	_____ is not input devices.	Joystick	Bar Code Reader	plotter	Joystick	C
6	Word Processing software create _____ document.	Text-based	Video based	Audio based	Animation based	A
7	Line tool button is given in Insert Tab - _____ option.	Standard	Shape	Formattin g	Status	B
8	Horizontal means _____ in table	Rows	Text	Columns	Data	A
9	In Ms-Word , we cant's use bookmarks, footnote.	TRUE	FALSE			B
10	_____ made up of rows and columns	Cell	Table	Word	None of these	B
11	To select whole/ complete sheet use _____ Key combination.	Ctrl + A	Ctrl + D	Ctrl + B	Ctrl + S	A
12	Which of the following is used for spelling check in MS Excel 2010 ?	view-> grammar check	review -> spelling check button	autocheck -> grammar	autocheck -> spelling check	B
13	To find Largest Number in cell range _____ function is used	Round()	Min()	Max()	Count()	C
14	Where you find option "font size" to select paper size in MS Excel 2010 ?	home tab	insert tab	page layout tab	All of these	A
15	Trace error command is used for _____ in MS-Excel.	error updation	error checking	error manipulation	error addition	B
16	In PowerPoint, arc is drawn by using _____	Home tab-styles option	Home tab-View option	Home tab-Drawing option	None of these	C
17	"Auto flow" command is available in _____ menu bar	Layout	File	Edit	Type	D

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PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
18	The chart tool in a presentation allows you to insert _____	Bar,Pie diagram	Text	Clip art	Image	A
19	Pick the kind of tab that PageMaker does not support:	Left	Right	Decimal	Flush	D
20	In PageMaker Polygon tool can draw polygon of minimum3 sides.	TRUE	FALSE			A
21	All the files that are deleted goes into _____	Recycle Bin	My Computer	Documents	Saved Documents	A
22	Computers are connected with each other by using concept of	Networking	Connecting	Sharing	E-learning	A
23	_____ Is the biggest Network in the world.	LAN	CAN	Internet	WAN	C
24	F5 Shortcut key is used to Webpage.	Stop loading	Change	Refresh	Stop Refresh	C
25	what do you mean by Giving another name to file?	Copy file	Move file	Rename file	delete file	C