MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 40-WPM 17 Jul 2023 ENG 40-WPM BATCH-501
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	USB is a abbreviation of _____	United Serial Board	Universal Serial Board	Universal Serial Bus	United Secured Bus	C
2	Capacity of CD-RW is	500 MB	4.7 GB	700 MB	1 TB	C
3	Ethernet port is used for _____	Keyboard	Network	Scanner	Mouse	B
4	Computers are used in _____ segments	Banking	Industries	Communications	All of these	D
5	Win-7 is called _____ user operating system.	Multi	Single	All of these	Duel	A
6	Autocorrect is used for checking spelling and grammer	TRUE	FALSE			B
7	The bullets or numbers are given for each different paragraph and not for each different line	TRUE	FALSE			B
8	In Ms- Word which shortcut key is used to make text Italic.	Ctrl + U	Ctrl + I	Ctrl + B	None of these	B
9	we can't add watermark in Ms-word	TRUE	FALSE			B
10	Baud Rate is measured in _____ form.	Bytes per Second	Bytes per Minute	Bits per Minute	Bits per Second	D
11	= SUM(E8:E11) this function sort the values in cells range between E8 to E 11	TRUE	FALSE			B
12	To make cell references absolute _____ symbol is used.	^	?	*	$	D
13	Which is not a function supported in MS Excel 2010 ?	lcase()	upper()	lower()	proper()	A
14	_____ is a date function n MS-Excel.	Max ()	Min ()	Today ()	AND ()	C
15	To Remove the Efffect of Freeze, Select _____Option in view tab --> Window Group --> Freeze Panes.	Tool	Access	UnFreeze Panes	Status	C
16	In Powerpoint Header and Footer Option is available in _____ Tab.	Home	Insert	View	Review	B
17	.... is used to create best presentation.	MS Word	Excel worksheet	Notepad	PowerPoint	D

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18	In PageMaker _____ tool is used to zoom document.	Hand	zoom	Rectangle	Polygon	B
19	WMF means Windows Metafile	TRUE	FALSE			A
20	To continuously run the slide show, we have to tick check box of _____ Dialog Box	Run	Loop Continuously until 'Esc'	continuous show	None of these	B
21	To send e-mail to a person we must have _____	E-Mail account	Bank Account	Mobile number	All of these	A
22	Vital information resources under siege is _____	Virus	Anti-Virus	Hardware	Voice Input	A
23	To rename any selected folder _____ shortcut key is used.	F2	Ctrl+A	Ctrl+C	F1	A
24	Is it possible to forward email, by clicking on compose button?	It is possible	It's not possible	Sometimes its possible	None of these	B
25	In start button using _____ option we can start any program.	Desktop	All Programs	My Computer	Documents	B