MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 40-WPM 18 Jul 2023 ENG 40-WPM BATCH-601
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	MIDI stands for _____	Multi-Author - Digital Image	Musical Image	Moving Image	Musical Instrument Digital Interface	D
2	Hard disk is an example of _____ memory.	Primary	Secondary	Virtual	Cache	B
3	By using _____ option in Start Menu, we can search any file in the Computer.	Shutdown	Programs	Search Programs and Files	Documents	C
4	IE stands for.	Internet encoding	Internal Ethics	Internet Explorer	Internal Enhancing	C
5	Sending of letter over internet is done through	Email	Messaging	Posting	Copying	A
6	Which is the New feature in Word 2010, for making lines more attractive?	Shape Effects	Formulas	Data	View	A
7	To apply center alignment to a paragraph we can press _____	Ctrl + S	Ctrl + C	Ctrl + C + A	Ctrl + E	D
8	To find any character or word in document use _____ Commands.	Edit	Find	Enter	Num lock	B
9	If you want to add π ,so we can insert it from _____	Symbol	Equation	Data	Insert	A
10	In MS-Word _____ is the shortcut-key for manual line break.	CTRL + Enter	Alt + Enter	Shift + Enter	Space + Enter	C
11	Which of the following is used to navigate to a100 cell in MS Excel 2010 ?	find & replace -> sort ->a100	goto tab -> link cell	find & select -> go to	data tab -> visit cell	C
12	Press Ctrl + Home in excel Sheet_____	Cell Pointer Go End	Cell pointer go to Beginning of the sheet	Cell pointer move up one cell	Cell pointer move down one cell	B
13	What is the background for the chart called as _____	Chart Grid	Legend Area	Chart Area	Plot Grid	C
14	Press Shift+TAB key combine_____	Move Cell Pointer Left	Move Cell Pointer Up	Move Cell Pointer Right	Move Cell Pointer Down	A

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15	The group of numerous cells is called	Row	Column	Cell Range	Table	C
16	The components of a slide are Title, content and header	TRUE	FALSE			A
17	Which option is used in PowerPoint to insert audio and video ?	Home tab-link group	Insert tab -picture Group	Insert tab-Media group	Insert tab-Image group	C
18	In PowerPoint, Which option is used to add chart?	Insert-charts	Insert-text	Insert-illustration	Insert-Images	C
19	In PowerPoint underline is inside _____ group in home tab	Alignment	Font	Number	Cells	B
20	In PowerPoint, Italic effect is added by using _____option	Font command from home tab	Insert-italic	Insert-font	None of these	A
21	E-Mail accounts separate the name and the domain with an _____ symbol.	Dot(.)	Black dots	And (&)	@	D
22	Most email accounts separate the name and the domain with an @ symbol.	TRUE	FALSE			A
23	To send email to someone, we need to type email id in _____ box.	To	Subject	From	Attachment	A
24	_____ is a type of Digital Computer.	Super	Mainframe	Micro	All of these	D
25	Internet is _____ system of network.	Nation wide	World wide	State Wide	City wide	B