

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 40-WPM 18 Jul 2023 ENG 40-WPM BATCH-602
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	CD-_____ means rewritable.	CD-RW	R-E	RM	RI	A
2	Capacity of CD is	500 MB	4.7 GB	700 MB	1 TB	C
3	_____ device is used to feed data and instructions to the computer	Control	Input	Output	Arithmetic & Logical	B
4	ALU Contains small electronic part called	Keystroke	Mouse	Register	Monitor	C
5	_____ are second fastest computers after super computers.	Mainframe	Mini Computers	Micro Computers	Super Computers	A
6	Default file name of ms-word is	Document	Book	Presentati on	Database	A
7	We can break page using _____ option	Break	Page Break	Setup	View	B
8	_____ is application software is used for word processing	Ms-Excel	Ms-word	Ms-Access	Ms-Powerpoint	B
9	_____ is used to magnify the data	Zoom	Resize	Font style	View	A
10	You can apply the background color to page using _____ option	Background	Page color	color	Page	B
11	"LOWER" is a Text function.	TRUE	FALSE			A
12	Last Coloum of the Worksheet is XIVV.	TRUE	FALSE			B
13	We can increase or decrease zoom level in MS Excel 2010 by _____	click on review tab -> zoom button	click on home tab -> zoom button	click on view tab -> zoom button	None of these	C
14	The active cell in MS excel 2010 can be recognized by a broad black border and it is referred as	cell highlighter	cell opener	cell targeted	cell pointer	D
15	To make Cell reference absolute _____ Symbols is used	^	?	*	\$	D
16	We can undo an action performed on the slide with _____ key	Ctrl+Z	Ctrl+V	Ctrl+C	Ctrl+D	A
17	In PageMaker _____ option is used to set page and margins.	Page Layout	Layout	Document Setup	None of these	C
18	Extension of PowerPoint Show is	.ppsx	.potx.	.pptx	.ppts	A

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 40-WPM 18 Jul 2023 ENG 40-WPM BATCH-602
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
19	PageMaker is the software created by Microsoft company	TRUE	FALSE			B
20	In PageMaker, in which menu bar Hide Ruler option is available?	Window	Element	View	Utilities	C
21	You can change the computer's Date and Time using the _____ menu.	MS-Paint	My Computer	Date & Time setting's	Documents	C
22	Each window of web browser is called as	Tab	Frame	Circle	Square	A
23	_____ Browser is developed in Microsoft Corporation.	Chrome	Firefox	Internet Explorer	Opera	C
24	_____ device can be seen in shops/Malls sale counters	MICR	Bar code reader	Pen drive	Hard Disk	B
25	HTTP is the protocol, to transfer the data in the form of	Client	Text	User	None of these	B