MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 40-WPM 18 Jul 2023 ENG 40-WPM BATCH-603
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	_____ Is not a characteristic of computer	Speed	Versatality	Ample Storage	None of these	D
2	In Internet Explorer _____ key is used to Stop action .	Escape	Delete	Refresh	Sort	A
3	Windows is _____ based Operating System.	GUI	CUI	Window	System	A
4	Mouse mainly have _____ buttons	Five	Four	Three	Two	C
5	_____are the shortcuts when clicked the web site linked get open.	Graphics	Processor	Hyperlink	Editor	C
6	The information like Page No., Date etc. can be seen in _____	Header/Footer	Page breaks	Margins	Insert	A
7	We can insert pictures by the_____tab of picture command in Word document	Insert	Home	Page Layout	View	A
8	To make some process on the words means ?	to create Presentation with Slides	To create Web Page	To Create a document	None of these	C
9	Page Number display in _____ Tab	Print Layout	Page layout	View	Review	A
10	Save as option available in	Home	File	View	Review	B
11	By using _____ command selected cell range can be named with different name.	Formula Tab - Name Manager	Data Tab - Filter	Insert Tab - Name Manager	None of these	A
12	= MOD(-3,2) fucntion entered in a cell displays.........	-1.5	-1	1	-5	C
13	List of different font is given under Drop down Arrow of _____ Button.	Insert	Formulas	Font	Data	C
14	You can remove duplicate values entered using ___ tab.	review tab	page layout tab	data tab	None of these	C
15	Which is not a function supported in MS Excel 2010 ?	count()	now()	product()	today()	C
16	Special effects used to introduce slides in a presentation are called	effects	custom animations	transitions	present animations	C
17	To give attractive presentation to client _____ is used	Paper	Presentation	Access	Document	B

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
18	F5 function key is used to _____ in PowerPoint	Add slide	start slide show	Delete slide	end slide show	B
19	To cut some part of image which is inserted_____ tool is use	Text	Crop	Rectangle	Line	B
20	Hyperlink is used to link any word with any web page, slide etc.	TRUE	FALSE			A
21	CD is a primary memory.	TRUE	FALSE			B
22	You can create more than one email account with same email id.	TRUE	FALSE			B
23	Which of the following is valid shortcut key	F15	F14	F13	F1	D
24	Internal memory is located on the _____ Of a computer.	Motherboard	Microprocessor	Hard Disk	Monitor	A
25	The capacity of CD ROM is _____	1 MB to 100MB	650 MB to 1 GB	5 GB to 1 TB	1 TB to 100 TB	B