**MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE**
**OBJECTIVE QUESTION**
**GCC - TBC  40-WPM 19 Jul 2023 ENG 40-WPM BATCH-703**
**PROVISIONAL ANSWER KEY**

| Sr.No | Question | Option A | Option B | Option C | Option D | Provisional Answer |
|---|---|---|---|---|---|---|
| 1 | www.google.com is an example of _____ | Search Engine | Email Service | Social Networking Site | None of these | A |
| 2 | PB stands for_____ | Picobyte | Petabyte | Parabyte | None of these | B |
| 3 | _____ is most commonly used output device | Printer | Monitor | Projector | HDTV | B |
| 4 | .Bmp is extension of _____ file. | Bitmap | Executable | Wordpad | None of these | A |
| 5 | _____ disk contains metallic platters. | Floppy Disk | Hard Disk | Optical Disk | Magnetic Tapes | B |
| 6 | Toggle case is the example  of ___ | Font style | Formatting | Change case | None of these | C |
| 7 | Sort and Filter commands in Home Tab are also available in _____ Tab. | View | Data | Page layout | Insert | B |
| 8 | In _____ tab of Page Background group Page Border option is avilable. | Page Layout | Page Margin | Page Color | All of these | A |
| 9 | We can setup page from _____ menu | Page Layout | Page setup | View | Review | A |
| 10 | Which of the following command use for Paste the matter. | Alt + V | Caps + V | Ctrl + V | Alt + Shift + ↓ | C |
| 11 | All of these are Excel Features except _____ | Office Assistant | The Help Wizard | Charts | The Indent Tab | D |
| 12 | In MS-Excel, to apply protection to active sheet _____ command is used. | Protect | Preserve | Power | Perform | A |
| 13 | Larger() function in MS Excel 2010 will give the maximum value from number in given cells . | TRUE | FALSE | | | B |
| 14 | In Excel Hlookup is used to search data by reference horizontally | TRUE | FALSE | | | A |
| 15 | Press Ctrl+d _____ | Copy Upper cell data | Copy Left cell data | Copy Right cell data | Copy All data | A |
| 16 | Shortcut key for Italic command in PowerPoint is | Ctrl + b | Ctrl + U | Ctrl + I | None of these | C |

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|---|---|---|---|---|---|---|
| 17 | In PageMaker,  font option is available _____on menu bar. | Type | File | View | Element | A |
| 18 | There is no difference between transition effect and animation effect in PowerPoint | TRUE | FALSE | | | B |
| 19 | _____ view used to show slide presentation. | Slide Show | Presentation | File | Template | A |
| 20 | Each character is to be look differently is done with Font | TRUE | FALSE | | | A |
| 21 | To read a CD in computer _____ is present. | Floppy disk drive | Hard Disk Drive | CD Drive | USB Drive | C |
| 22 | _____ is a input device used in computer games or navigation system. | Joystick | Voice Input | Keyboard | Monitor | A |
| 23 | Due to _____ our computer can get slow or hang frequently. | Virus | Software | Hardware | None of these | A |
| 24 | Is it possible to forward email, by clicking on delete button? | It is possible | It's not possible | Sometimes its possible | None of these | B |
| 25 | _____ memory device is built in a computer's CPU Cabinet. | CD | Pen drive | Hard Disk | Floppy disc | C |