

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 40-WPM 19 Jul 2023 ENG 40-WPM BATCH-704
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Inbox in the Email is used for _____	Received Message	Deleted Message	Forwarded Message	None of these	A
2	We can generate output without processing input	TRUE	FALSE			B
3	WWW stands for .	Word Web Wide	Word Wide World	World wide web	None of these	C
4	1 Tera Byte = 1024 _____	Mega Byte	Giga Byte	Yotta Byte	None of these	B
5	Mouse is _____ type of device.	Input	Output	Memory	All of these	A
6	In MS-Word 2010 change case option is available on _____ Group of Home Tab	Arrange	Clipboard	Font	Styles	C
7	By default, on which page the header or the footer is printed?	Next Page	Previous Page	Odd Page	Even Page	C
8	_____ bar is at the top of the window	File	Home	Insert	Title	D
9	In Ms-word spelling mistakes displayed with the _____ color	Red	Green	Yellow	Black	A
10	_____ formula is used to add the numbers in cell of table.	Sum	Subtract	Multiply	Auto	A
11	With Average function we get the _____ of values in Range.	Sum	Min	Max	Average	D
12	_____ Is use to Find Cell data.	Ctrl+K	Ctrl+F	Ctrl+S	Ctrl+X	B
13	Which of the following is available only in MS Excel 2010 from Office 2010?	title bar	status bar	tabs	formula bar	D
14	Which button is used to insert Screen clipping in MS Excel 2010 ?	screen clipping	screenshot	screen cut	screen part	B
15	To make Cell Reference Absolute _____ Symbol is used.	^	?	*	\$	D
16	In PowerPoint, flowchart shapes are drawn by using	Home tab-style option	Insert tab-Image group	Insert tab -picture Group	Home tab-Drawing option	D
17	Shortcut key to run slide show in PowerPoint is	F1	Ctrl + S	Alt + s	None of these	D

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18	In PageMaker, open command is in _____ menu.	view	window	file	edit	C
19	In PowerPoint Set Up Slide Show option is available under ribbon.	Design	Review	Slide Show	Home	C
20	Which application of Microsoft is used to create slide show	MS-Word	MS-PowerPoint	MS-Access	MS-Excel	B
21	File Compression Utility program _____ the file size.	Increases	reduces	keeps as it is	None of these	B
22	_____ is an internet search tool.	Gmail	Facebook	Gopher	Chrome	C
23	_____ is accepting information from server	server	client	node	None of these	B
24	Separation of Domain name and Domain Code is done by	Dot(.)	Exclamation (!)	Question Mark (?)	Star (*)	A
25	Printer device is used to get output on	Input	Output	Paper	Material	C