

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - SSD - CTC 31 Jul 2023 GCC - SSD - CTC 50-WPM BATCH-101
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	The process of reducing size of the file if it is large is called	File compression	File Expand	Programming	Reducing	A
2 shortcut key can be used to delete the files permanently from the computer.	Shift+Del	Ctrl+Del	Alt+Del	Del	A
3	In different files we can store different types of data.	TRUE	FALSE			A
4	_____ is a software program which disturbs data files.	Printer	Speaker	Virus	Antivirus	C
5	In MS-Word the protect option is available under _____ tab.	View	Mailing	Review	References	C
6	In MS-Word the 'Insert Caption' is under _____ tab	Review	References	View	Home	B
7	The Typed Matter gets stored in _____ before it being saved in new file.	Hard Disk	ROM	Floppy Disk	RAM	D
8	In MS-Word _____ is used to insert Page number in document	Hyperlink	Bookmark	Cross Reference	Page Number	D
9	Get External Data Group is inside _____ tab in MS-Excel.	Home	Insert	Data	View	C
10	Toolbar near to File Menu is called as	Status bar	Access bar	Quick Access Tool bar	Tool bar	C
11	Cell addresses used in Formula are called as	Formulas	Cell Reference	Parameters	Function list	B
12	In MS-Excel, ___ facility gives dynamic summary of a long table from different dimensions.	Table	Pivot Table	Graph	AutoSum	B
13	To edit the Story in PageMaker _____ shortcut key is used.	Ctrl+E	Ctrl+2	Alt+E	None of Above	A
14	After opening Tally ERP 9 for the first time we get _____ dialog box.	Tally Info	Company Info	Personal Info	None of the options	B

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15	To change the screen saver of the window _____	Goto Settings	Right click on desktop=> personalize	Left click on desktop=> personalize	None of the options	B
16	Supply includes which of the following?	Goods	Services	Goods or services	Goods and Services	D
17 is use to give effect to the object of the slide while appearing slide show.	Animation	Transition	WordArt	ClipArt	A
18	In PowerPoint Photo Album option is available in	Insert Tab Illustration's group	Home Tab Images Group	Insert Tab Images Group	None of these	C
19	We cannot hide the cursor in a slide show	True	False			B
20	Ctrl+M is the shortcut key to _____	Create a new presentation file	Open an existing presentation file	Create a new slide in current presentation file	save a current presentation file	C