**MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE**
**OBJECTIVE QUESTION**
**GCC - SSD - CTC  31 Jul 2023 GCC - SSD - CTC 50-WPM BATCH-102**
**PROVISIONAL ANSWER KEY**

| Sr.No | Question | Option A | Option B | Option C | Option D | Provisional Answer |
|---|---|---|---|---|---|---|
| 1 | In _____ memory of the computer a built in program is permenantly stored. | ROM | RAM | Virtual | Cache | A |
| 2 | NetProtector is a type of _____ | Printer | Speaker | Virus | Antivirus | D |
| 3 | Current position of mouse is indicated by ............ | Pointer | Cursor | Both Options | None of the options | A |
| 4 | Functions of the operating system are ............... | Hardware Management | Memory Management | File management | All of these | D |
| 5 | In MS-Word the add text to table of content option is available under _____ tab. | References | Insert | Home | Page Layout | A |
| 6 | In MS-Word _____ is used to insert preformatted text boxes. | Hyperlink | Bookmark | Text Boxes | Header and Footer | C |
| 7 | In MS-Word the New Window option is available under _____ tab. | View | References | Insert | Home | A |
| 8 | We can add our suggestion to Dictionary using _____ button | Dictionary | Add to Dictionary | New Keyword | None of Above | B |
| 9 | Using _____ function we can find working In Excel days out of two given dates. | NETWORKDAYS | DAYS360 | Weekday | Date | A |
| 10 | …. Means in built formula basically available in Excel. | Programs | Values | Figures | Functions | D |
| 11 | To move Cell …… key is used. | Ctrl + End | Ctrl + Home | Ctrl + Page up | Ctrl + Insert | B |
| 12 | sum($A$1:A5). In this formula A5 is ............... | Absolute | Relative | Default | Auto | B |
| 13 | F7 is the shortcut key for _____ voucher type. | Journal | Receipt Note | Purchase Quotation | Goods | A |
| 14 | Window 7 is a multi user operating system. | TRUE | FALSE | | | A |
| 15 | _____ is the shortcut key used to Show/Hide Layers in PageMaker | Ctrl+F8 | Ctrl+8 | Ctrl+H | Ctrl+S | B |
| 16 | To reduce the size of file or folder we use _____ program | File Expand | Programming | Reducing | File compression utility | D |

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|---|---|---|---|---|---|---|
| 17 | To Change the animation order of object in the slide .................. option of Animation Tab is used. | Preset animation | Animation Pane | Slide Transition | Set Up Show | B |
| 18 | It is possible in PowerPoint to hide the particular slide while running the slide show. | TRUE | FALSE | | | A |
| 19 | To add background to the slides we can give _____ option from background group. | Color | Background Styles | Slide Layout | Slide Animation | B |
| 20 | To check the spelling of text inserted into the slide ............... Tab Spelling Option is used. | Insert Text Group | Review Proofing Group | Design Tab Page Setup | None of these | B |