

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - SSD - CTC 31 Jul 2023 GCC - SSD - CTC 50-WPM BATCH-103
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	To reduce the size of file or folder we use	File Expand	Programming	Reducing	File compression utility	D
2	_____ Unit controls all the processes performed by the other units of computer.	Control	Arithmetic & logic	memory	All of these	A
3	ROM is memory	Permanent	Primary	Both A and B	Temporary	C
4	The screen resolution can be changed in the tab in display properties.	Right click on desktop	My Computer	My Document	Recycle Bin	A
5	In Word the Insert Index is under _____ group in References Tab	Caption	Index	Citation	Orientation	B
6	To add numbers to line ____ option can be selected in MS-Word.	Paragraphs	Page Numbers	Line Numbers	Orientation	C
7	We can record the specific actions performed in MS-Word which is called as	Macros	Thesaurus	Language	References	A
8	In MS-Word the Ruler option is available under _____ tab.	View	References	Insert	Home	A
9	_____ is a filter provided for pivot table.	Slicer	Sort	Charts	Links	A
10	In MS-Excel, _____ options present under pivot table gives a chart based on the pivot table.	Chart	Graph	PivotChart	PivotTable	C
11	DB function in MS-Excel stands for _____	Straight line Method Depreciation	Diminishing Balance Method Depreciation	Sum of Years Digits Method Depreciation	Workbook software	B
12	When you print preview a worksheet	The entire worksheet is displayed	The selected range is displayed	The active portion of the worksheet is displayed	All of above	D

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13	The options under the Table editor-file menu of Adobe Table editor are	New	Open	Preferences	All of these	D
14	The screen resolution can be changed in the _____ tab in display properties.	Settings	My Computer	My Document	Recycle Bin	A
15	Windows 7 provides many informative programs and tools called as	compression	Expand	Gadgets	None of the options	C
16	The adobe table editor is under the _____ group in start command.	PageMaker	Microsoft Office	MS-Word	MS-Excel	A
17	In PowerPoint Program it is possible to change the view all the slide together.	TRUE	FALSE			A
18	To Store common information / object in slide which come to every slide when inserted type slide is used.	Title Slide	Master Slide	Main Slide	Header Slide	B
19	To insert the Date & Time in the slide option is used.	Insert Tab Links	Insert Tab Symbols	Insert Tab Text	None of these	C
20	We can insert a Animation _____ file in PowerPoint.	PWF	SWF	PPF	PFF	B