

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 1005

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Following are popular mail protocol.	POP	SMTP	IMAP	All of these	D
2	Following are symptoms of Virus	Damage of Data	Application Damage	Abnormal Message	All of above	D
3	For protection of computer from virus ----- program should be used.	Anti Virus	Virus	Memory	HDD	A
4	For specific work _____ software is used in computer	Xerox	Application	System	Special	B
5	Fourth generation of computer introduced _____	Vaccum Tube	Transistors	Integrated Circuits	Microprocessors	D
6	If you want to lift up the characters from the word for : :.button is used	lower case	upscript	subscript	superscript	D
7	If you want to set new symbol other than those available : :.option is used	Bullets	Numbering	Numbers	Define New Bullets	D
8	If you what first character large than other words in a document : :.effect used	Capital case	drop cap	change case	font case	B
9	In ----- group of Home Tab, there are different types of underlines are available.	Print	Save As	Font	Mail Merge	C
10	In MS-Word we can use bookmarks footnote.	TRUE	FALSE			A
11	Only to types of data can be entered in in MS Excel 2019 .	TRUE	FALSE			B
12	Open, Save ,Undo, Redo etc. options can be part of ?	review tab	data tab	Quick Access Toolbar	Page layout tab	C
13	Page break is viewed in _____ MS-Excel .	Normal	Page Break Preview	Print Break Preview	Form	B
14	Picture can be inserted from _____ Tab	File	Insert	Formulas	Data	B

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
15	Pie is one of the type of _____ in Excel.	Picture	Symbol	Chart	None of these	C
16	In PowerPoint we can apply your own background styles using --	Insert - Background - Background styles	Design - Background - Background Styles	Insert - Background	None of these	B
17	In PowerPoint we can correct spelling and grammar in the slides by using _____	Review => Proofing => Spelling	View => Proofing => Spelling	Review => Language => Spelling	View => Language => Spelling	A
18	In PowerPoint we can correct the Spelling and Grammar in the slides by using following steps -	Review - Proofing - Spelling	Review - Language - Spelling	Both A and B	None of these	A
19	In PowerPoint we can hide the slide by using following steps --	Slide Show - Set up - Hide Slide	View - Hide Slide	Both A and B	None of these	A
20	In PowerPoint we can insert comment in the slide by using following steps -	Review - Comments - New Comment	View - Comments - New Comment	Insert - Comments - New Comment	None of these	A
21	Files created in word, excel or power point can be send as attachment with E-Mail	True	False			A
22	Files have different file extensions.	TRUE	FALSE			A
23	Files send with E-Mail are called _____	Supplement	Attachments	Photocopy	Xerox	B
24	Flash drives are connected to computer through USB port.	TRUE	FALSE			A
25	Folder is also known as _____	Directory	Container	Popup	icon	A