

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JUNE 2025 ENG 30 - WPM BATCH - 301

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	The first network is _____	Modem	Google	ARPANET	NSFNET	C
2	_____ indicates signal is off	0	1	Off	Switch	A
3	_____ operations are mathematical calculations	Bitwise	Arithmetic	Logical	Binary	B
4	_____ Is storage device	Mouse	Pen Drive	Scanner	Keyboard	B
5	_____ Keys are combination keys	Ctrl	Alt	Shift	All of these	D
6	The ___ command can undo only the text.	redo	undo	update	cut	B
7	_____ is used for to refresh the active window	F5	F6	F1	F2	A
8	In ___ view, Page number gets displayed.	Normal	Web layout	Print layout	Home	C
9	_____ is the default number of lines to drop for drop cap.	3	10	15	20	A
10	_____ is containing of Rows and Columns.	Text Box	Rectangle	Borders	Table	D
11	Where you find the option which creates table in MS Excel 2019 ?	Insert tab	addtable tab	createtable tab	create tab	A
12	What is keyboard shortcut used to go to previous worksheet in MS Excel 2019?	Ctrl+ >	Ctrl+Page up	Ctrl+end	Ctrl+home	B
13	Which chart is not in MS Excel 2019 ?	bubble	Line	scatter	rectangle	D
14	Which Excel function tells how many numeric entries are there?	Count()	Countnum()	Countnumbers ()	chknum()	A
15	Which function will convert the text into capital letters in MS Excel 2019 ?	proper()	lower()	upper()	sentence()	C
16	_____ View is used to adjust or arrange the matter in the slide.	Slide	Slide show	Outline	Slide Sorter	C

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17Menu is available only in PowerPoint.	Window	View	Slide Show	Format	C
18	To insert picture on slide use picture command given in ____ Tab.	Home	View	Animation	Insert	D
19	_____ View is useful to type matter on slide.	Normal	Print Layout	Outline	None of the above	A
20	_____ Layout can be used to insert picture with its description.	Comparison	Title Slide	Picture with Caption	None of these	C
21	_____ Is a collection of files and subfolders.	Data	Group	Set	Folder	D
22	_____ is brain of a computer system.	CPU	Input Unit	Output Unit	Memory Unit	A
23	HTTP is the protocol, to transfer the data in the form of _____	Text	Mail	File	None of above	A
24	_____ Option is used to store incomplete or temporary message in E-Mail.	Draft	Inbox	Sent Box	None of above	A
25	_____ is the powerful PC and data is stored in it.	Client	Server	Modem	None of these	B