

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC JUNE 2025 ENG 30 - WPM BATCH - 302**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ types of Hard Disk are easy to carry while travelling	Internal	External	SSD	All of above	B
2	_____ is called photoelectric scanners.	Pen Scanner	Bar code reader	Portable Scanner	Flatbed scanner	B
3	_____ is type of optical Disk.	Floppy Disk Drive	CD	Hard disk	Pen drive	B
4	_____ is extension of Notepad file.	.docx	.xlsx	.pptx	.txt	D
5	_____ Are types of micro computers.	Desktop	Laptop	Handheld	All Of Above	D
6	_____ command is present in home tab	sort	page number	margin	orientation	A
7	_____ is blinking straight line where we can type the matter	Arrow	cursor	blink	None of these	B
8	_____ item is printed at the bottom of each page	Header	Foot Note	Title	Footer	D
9	_____ shortcut key is used to spell check in MS-Word	F1	F2	F7	F8	C
10	_____ is the sortcut key for closing document in MS-Word	CTRL+A	CTRL+Z	CTRL+Y	CTRL+W	D
11	Which function can be used to calculate average in MS Excel 2019 ?	avg()	aver()	percent()	average()	D
12	Which zoom % can not be done in MS Excel 2019 ?	5	10	100	400	A
13	Which is not a chart type in MS Excel 2019 ?	Radar	pie	doughnut	satellite	D
14	What is maximum possible zoom % in MS Excel 2019 ?	10	20	400	500	C
15	Which keyboard shortcut is used to create a new workbook in MS Excel 2019?	Ctrl+ b	Ctrl+n	Ctrl+ w	Ctrl+ k	B
16	_____ option used to display ruler line.	View	File	Slide Show	Window	A

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
17	We can see the object in small size using _____ command.	Zoom In	Zoom Out	Size in	Size Out	B
18	In the _____ pane we can get the current slide in larger size.	Notes	Slide	Handouts	Zoom	B
19	_____ view is used to adjust or arrange the matter in the slide.	Slide	Slide Show	Outline	Slide Sorter	C
20	_____ shows slides in full screen	Zoom	Show	Slide Show	All of these	C
21	_____ Is a free E-Mail program that you can access from any web Browser.	Gmail	Hotmail	Yahoo mail	All of above	D
22	The equipment need to allow most computers to connect internet is called _____	Keyboard	Mouse	Modem	None of above	C
23	_____ Is text which is automatically inserted at the bottom of every E-Mail.	Signature	People widget	People text	Personal information	A
24	_____ Is called as calculator of computer.	Microprocess or	RAM	ROM	ALU	D
25	_____ is an internal memory.	CD	RAM	DVD	Flash Drive	B