# MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
## OBJECTIVE QUESTION
## PROVISIONAL ANSWER KEY GCC - TBC JUNE 2025 ENG 30 - WPM BATCH - 303

| Sr.No | Question | Option A | Option B | Option C | Option D | Provisional Ans. |
|---|---|---|---|---|---|---|
| 1 | _____ Are display devices. | Projector | Hdtv | Monitor | All Of Above | D |
| 2 | _____ Are not display devices. | Projector | Hdtv | Plotter | None Of Above | C |
| 3 | _____ device is specially used to play games on computer | Mouse | Joystick | Keyboard | None of above | B |
| 4 | _____ are types of mouse | Mechanical | Optical | Wireless | All of these | D |
| 5 | _____ Printer is used to print images like engineering drawing, maps etc. | Plotter | Inkjet | Dot Matrix | Laser | A |
| 6 | In _____ We can store the required different formatting by placing name for it. | Defaults | Formats | Templates | Styles | D |
| 7 | _____ Is the shortcut key to "Center Align". | Ctrl + G | Ctrl + C | Ctrl + E | Ctrl + H | C |
| 8 | _____ Is containing of Rows and columns. | Table | Border | Text Box | Rectangle | A |
| 9 | _____ Line spacing means between two lines there is the spacing of only one line. | 1.0 (Single) | 1.5 | 2.0 (Double) | 4 | A |
| 10 | By using _____option we can see the size of the document on screen | Font | zoom | Height | weight | B |
| 11 | Which keyboard shortcut which copies the selected cell in MS Excel 2019? | Ctrl + a | Ctrl + b | Ctr l+ c | Ctrl + d | C |
| 12 | Which keyboard shortcut is used to apply italic formatting for selected cell in MS Excel 2019? | Ctrl+ I | Ctrl+m | Ctrl+ r | Ctrl+ d | A |
| 13 | What is the keyboard shortcut to search text in a worksheet ? | Ctrl+ s | Ctrl+ f | Ctrl+ a | Ctrl+ d | B |
| 14 | Which is heading of the last column in MS excel 2019 ? | XFD | XDF | XDD | XFF | A |

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|-------|----------|----------|----------|----------|----------|------------------|
| 15 | What is recognition of last cell in in MS Excel 2019 ? | XFD1048576 | XUU1048577 | ZZZ1048657 | ABC1048576 | A |
| 16 | Changes made in _____ are applied to all the slides. | Main slide | First Slide | Slide Master | Last Slide | C |
| 17 | If you make the changes in _____ the changes apply to whole presentation. | Slide Show | Slide sorter | Slide Master | None of the above | C |
| 18 | _____ view is not available in Powerpoint | Normal | Draft | Notes Page | None of these | B |
| 19 | _____ is used to create best presentation. | MS Word | Excel worksheet | Notepad | Powerpoint | D |
| 20 | Use _____ function key to run slide show | F2 | F7 | F10 | F5 | D |
| 21 | _____is measured in pixels. | Computer memory | Speed of RAM | Size of CPU | Screen resolution | D |
| 22 | _____ Is an example of programming language. | Binary | Java | Bite Code | Bit Code | B |
| 23 | _____ are two important parts of E-Mail | Subject and body | Subject and reference | Reference and message | Reference and body | A |
| 24 | _____ Cables are more safe than coaxial cables | Twisted Pair | Fiber-Optic | Shield Twisted Pair | None of these | B |
| 25 | _____connects the current page of Web Site to another specific page of Web Site. | Downloading | Uploading | Hyperlink | Testing | C |