

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JUNE 2025 ENG 30 - WPM BATCH - 304

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ means raw type of information	Program	Data	Information	System	B
2	_____ Is permanent memory	Ram	Rom	Cache	None Of Above	B
3	_____ Is secondary memory	Ram	Rom	Cache	None Of Above	D
4	_____ Is output device	Monitor	Printer	Plotter	All Of Above	D
5	_____ Is not output device	Monitor	Pen Drive	Printer	Plotter	B
6	From _____ Tab we can add Picture in Word documents.	Home	Insert	Formulas	Data	B
7	_____ Tab we can do page setting in MS-Word	Page Layout	Print Layout	A4	Home	A
8	_____ of the following is not a type of page margin?	Right	Center	Left	Top	B
9	From _____ Tab you can Show or Hide Ruler.	Data	Formulas	View	Insert	C
10	In _____ View Header and Footer are visible	Print Layout	Normal	Page Layout	Draft	A
11	MS Excel 2019 is powerful_____	spreadsheet package	operating system	programming language	All of These	A
12	In MS Excel Page Break can be Viewed in _____	Normal	Page Break Preview	Print Back Preview	Form	B
13	To count number of cell having numeric data _____ function is used	Measure	Count	Sum	None of these	B
14	Which is not a function in MS Excel 2019 ?	today()	sumfor()	countif()	sumif()	B
15	_____ Means instruction to perform calculations	Text	Formula	Number	Cell Reference	B
16	_____ Transitions available in MS PowerPoint	Honeycomb	Glitter	Vortex	All of these	D
17	_____ view is useful to create a slide	Outline	Normal	Print Layout	None of these	B

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
18	In _____ view sequence of slides can be changed.	Reading	Normal	Slide sorter	Outline	C
19	_____ various Transitions available in MS PowerPoint	Shred	Switch	Flip	All of these	D
20	Using _____ we can apply colors and color effects to the slide background.	Font	Background	Page setup	Design Theme	D
21	_____ contains deleted E-Mail	Compose	Sent Mails	Spam	Trash	D
22	_____ is acronym for the address webpage.	LOC	IPSA	VRL	URL	D
23	_____ is a Microsoft's web Browser that install with windows by default.	Internet Explorer	Google Chrome	Opera	Mozilla Firefox	A
24	_____ is an E-Mail program.	MS Word	Outlook express	MS Excel	MS Access	B
25	_____ is the most common internet protocol.	HTML	TCP/IP	IPX/SPX	NetBEUL	B