

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JUNE 2025 ENG 30 - WPM BATCH - 305

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ Are types of mouse.	Mechanical	Optical	Wireless	All Of Above	D
2	_____ Are types of computer	Digital	Analogue	Both A And B	None Of Above	C
3	Computer can make mistake only if _____ is wrong	Input	Processor	Ram	None Of Above	A
4	_____ Is considered as brain of computer.	Hard Disk	Ram	Microprocesso r	None Of Above	C
5	_____ is the microcomputer.	Desktop	Handheld	Laptop	All of these	D
6	From _____ Tab we can insert Header and Footer.	Home	Insert	Page Layout	View	B
7	_____ of the following is not valid version of MS Office?	Office 2003	Office Vista	Office 2019	Office 2007	B
8	The _____ following command is not available in View Tab.	Ruler	Bold	Gridlines	Zoom	B
9	Document can be saved more often than every 10 minutes by configuringoption	autosave	save	undo	delete	A
10	_____ Line spacing is invalid in MS-Word.	Multiple	Single	Double	Five	D
11	____ Means in built formula basically available in Excel	Programs	Value	Figures	Functions	D
12	____ Option is available only in MS-Excel Window.	Status Bar	Title Bar	Menu Bar	Formula Bar	D
13	Picture can be inserted from _____ Tab	File	Insert	Formulas	Data	B
14	With _____ option, it Counts the number of cells in a range that contains number	COUNT	MAX	MIN	None of the above	A
15	The Current Status of Worksheet can be seen on _____ Bar.	Tool Bar	Title Bar	Status Bar	None of these	C

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
16	_____ is used to create business presentations	MS Word	MS Excel	MS PowerPoint	MS Presenter	C
17	User can add_____ files in presentation	Audio	Video	Image	All of these	D
18	In _____ we can do Rehearsal of the time required for each slide.	Set Up Show	Rehearse Timings	Slide Transition	Custom Animation	B
19	_____ are Transitions available in MS PowerPoint	Fade	Push	Wipe	All of these	D
20	_____ is available only in Powerpoint.	Slide Show	Window	View	Format	A
21	_____ Is an example of Application Software.	Interpreter	Operating System	Browser	Compiler	C
22	_____ is an internet search tool.	Gmail	Facebook	Chrome	Gopher	D
23	_____ is a characteristic of a computer.	Tiredness	Less storage	Inaccurate	Automation	D
24	A search engine is used to get information from _____	Internet	MS Office	Browser	Gmail	A
25	The _____ means global connection of computers.	Wi-Fi	LAN	Infra Red	Internet	D