

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC JUNE 2025 ENG 30 - WPM BATCH - 401**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ Is not type of printer	Plotter	Laser	Solid	Dot Matrix	C
2	_____ Is primary memory.	RAM	ROM	CACHE	All Of Above	D
3	_____ Is volatile memory.	RAM	ROM	CACHE	None Of Above	A
4	_____ Is impact printer.	Laser	Inkjet	Dot Matrix	None of these	C
5	_____ Are types of keyboard.	Ergonomic	Flexible	Wireless	All of these	D
6	_____ tab is used to insert the shapes into the document.	Insert	Tools	File	Design	A
7	_____ tab is used to insert the wordart into the document.	Home	Insert	Data	View	B
8	_____ Is not a font face.	Bold	Arial	Calibri	Times New Roman	A
9	The software used for the purpose of Document creation is called as _____	Excel Processor	PowerPoint	Word Processor	Window	C
10	The software used for the purpose of word processing is called as _____	Excel Processor	PowerPoint	Word Processor	Window	C
11	_____ means set of different formatting effects.	Style	Font Size	Font Group	Font	A
12	With _____ Option we can rotate text in cell.	Print	Font	Text Orientation	Open	C
13	_____ option is to be select to quit Microsoft Excel.	Close	Exit	Minimize	Maximize	B
14	_____ Bar is given at the topmost side of 'opening Screen' in Excel	Status	Title	Access	Tool	B
15	_____ Option is available only in MS_EXCEL Window.	Status Bar	Formula Bar	Menu bar	Title Bar	B

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
16	_____ view is not available in PowerPoint	Normal	Web Layout	Reading View	None of these	B
17	_____ is extension for Presentation in Office 2019	.docx	.pptx	.accdb	.prst	B
18	_____ is Power Point file extension.	.docx	.pptx	.mdb	.bmp	B
19	In _____ view you can rearrange the slides.	Slide Sorter View	Slide Master	Outline View	None of these	A
20	_____ view is available in PowerPoint	Normal	Notes Page	Reading View	All of these	D
21	_____ Means sending received E-Mail to some other mail id.	Compose	Forward	Reply	Delete	B
22	_____ Means respond to received mail.	Forward	Compose	Delete	Reply	D
23	Separation of _____ is done by Dot(.)	Name and Domain name	Domain name and Domain Code	A & B both	None of above	B
24	_____ is NOT an operating system.	Linux	Unix	Mac	Java	D
25	_____ is NOT a valid measurement unit of computer memory	KB	MB	GB	VB	D