

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JUNE 2025 ENG 30 - WPM BATCH - 404

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ Are activities of virus	Deleting Files	Erasing Data	Corrupting Data	All Of Above	D
2	_____ Are parts of binary system	5	3	4	None Of Above	D
3	_____ Is pointing device.	Mouse	Keyboard	Scanner	None Of Above	A
4	_____ Is type of electronic device	Computer	Laptop	Mobile	All Of Above	D
5	_____ Is not type of electronic device	Computer	Mobile	Typewriter	None Of Above	C
6	_____ are the filter option	AutoFilter	CustomerFilter	AdvanceFilter	All of these	D
7	_____ tab is used for ruler show and hide	Data	Formula	View	Insert	C
8	_____ Is a Paragraph Format in which the first line of the paragraph is started from outer side than other lines of paragraph.	Left Indent	Right Indent	Hanging Indent	First Line Indent	C
9	_____ is the default number of lines to drop for drop cap.	3	10	15	20	A
10	_____ layout view helps in understanding the position of the text matter on the page	update	print	insert	delete	B
11	By using _____ option, we can add the cell comments	contents	Cell contents	Comments	None of the above	C
12	By using _____ option, only selected matter is removed but format remains as it is in the cells.	Contents	Cell contents	Comments	None of the above	A
13	_____ Functions converts the number into nearest integer.	=Int()	=If()	=Max()	=Round()	A
14	Using _____, we can zoom the worksheet for bigger/smaller view	Page Preview	Print Layout	Page break	Zoom Slider	D
15	The Current Status of Worksheet can be seen on _____ Bar.	Tool Bar	Title Bar	Status Bar	None of the above	C

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16	Changes made in _____ are applied to all slides.	First Slide	Main Slide	Last Slide	Slide Master	D
17 view is not available in PowerPoint	Normal	Draft	Notes Page	None of these	B
18 is Power Point file extension.	.Docx	.pptx	.mdb	.bmp	B
19	: : :.means the effects given in slide, regarding how the objects appeared during slide show.	Animation	Transition	Word Art	Clip Art	A
20 Means the effects given in slide, regarding how the objects appeared during the slide show.	Animation	Transition	Word Art	Clip Art	A
21	_____ is an example of external memory.	RAM	ROM	Cache	DVD	D
22	_____is NOT an image file format.	.BMP	.JPEG	.GIF	.CDR	D
23	_____ Is an example of Microprocessor.	Linux	Unix	C++	Cyrix	D
24	_____is NOT an example of antivirus.	Quick Heal	Net Protector	C++	Norton	C
25	_____ Shows information on the screen of a computer.	Monitor	Mouse	Printer	Scanner	A