

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JUNE 2025 ENG 30 - WPM BATCH - 405

| Sr.No | Question | Option A | Option B | Option C | Option D | Provisional Ans. |
|-------|--|--------------------|-------------------|-----------------|------------------|------------------|
| 1 | _____ Device is used to scan images, printed text, handwriting from papers. | Keyboard | Mouse | Scanner | All Of Above | C |
| 2 | Set of instructions provided to the computer is known as _____ | Programs | Operating Systems | Compiler | Interpreter | A |
| 3 | _____ Are faster than micro computers | Mainframe Computer | Mini Computer | Micro Computer | Hybrid Computers | B |
| 4 | _____ Are faster than mini computers. | Mainframe Computer | Mini Computer | Micro Computer | Hybrid Computers | A |
| 5 | _____ is interconnected network. | printer | Internet | Web site | Home page | B |
| 6 | With the help of _____ Option on View Tab Ribbon, the Title bar, Menu bar and toolbars of the MS-Word window are hidden. | Normal | Page Layout | Custom View | Full Screen | D |
| 7 | _____ item is printed at the bottom of each page | Header | Foot Note | Title | Footer | D |
| 8 | _____ option of table is used to arrange data in ascending order. | sort | merge | add | None of these | A |
| 9 | _____ tab is used for ruler show and hide | Data | Formula | View | Insert | C |
| 10 | _____ is the shortcut key for closing document in MS-Word | CTRL+A | CTRL+Z | CTRL+Y | CTRL+W | D |
| 11 | _____ Function makes the number in the brackets round to the number upto specific digits. | = IF() | = Max() | = Round() | = Ceiling() | C |
| 12 | _____ means set of different formatting effects. | Style | Font Size | Font Group | Font | A |
| 13 | With _____ Function Current System Time gets inserted in Current Cell. | =Now() | =Time() | =Curent Time() | =Clock() | A |
| 14 | Below the _____ area, we get sheet Tabs | worksheet | Cell | Row | Column | A |

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|-------|---|----------------|---------------|--------------|--------------|------------------|
| 15 | _____ Option is available only in MS_EXCEL Window. | Status Bar | Formula Bar | Menu bar | Title Bar | B |
| 16 | Align Text command is available in _____ group in PowerPoint | Clipboard | Slides | Font | Paragraph | D |
| 17 | To play the animation after specific time _____ option under the timing section is set. | Design | Insert | Delay | Animation | C |
| 18 | Background Command group is in _____ Tab. | Insert | Design | Tools | File | B |
| 19 | Background Styles command is available in _____ tab in PowerPoint | Home | Insert | Transition | Design | D |
| 20 | Blank slides contain some default _____ for inserting Text / Picture/Objects etc. | Dotted Lines | Dotted Circle | Dotted box | Dots | C |
| 21 | _____ Virus disturbs the boot sectors of the disk. | Boot | File | Blog | Bug | A |
| 22 | _____ means raw information given to computer as input. | Characters | Information | Data | Analysis | C |
| 23 | _____ Is a secondary memory. | RAM | ROM | Cache | Optical Disk | D |
| 24 | Calculations are performed by_____ | Memory Unit | Monitor | ALU | Keyboard | C |
| 25 | _____ Is an example of system software. | Word processor | spreadsheet | presentation | Unix | D |