

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JUNE 2025 ENG 30 - WPM BATCH - 501

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ Are operating systems.	Windows	Linux	Mac Os	All Of Above	D
2	_____ Are characteristics of computer	Speed	Accuracy	Diligence	All Of Above	D
3	_____ Is not a characteristic of computer	Speed	Accuracy	Low Storage	Ample Storage	C
4	_____ Is placed at the bottom of screen on desktop.	Wallpaper	Screen Saver	Taskbar	None Of Above	C
5	_____ Is character printer.	Plotter	Laser	Solid	Dot Matrix	D
6	: : : : ... Is containing of Rows and columns.	Table	Border	Text Box	Rectangle	A
7	: : : : ... Tab in MSWord can be used to change character size and typeface?	View	Tools	Format	Data	C
8	: : : : ... Line spacing means between two lines there is the spacing of only one line.	1.0 (Single)	1.5	2.0 (Double)	4	A
9	From : : : : ... Tab you can Show or Hide Ruler.	Data	Formulas	View	Insert	C
10	With the help of : : : : ... we can see the text or objects in the document, which are not currently displayed on the screen.	Menu bar	Title bar	Scroll bar	Status bar	C
11	With ____Function , We get the average of values in Range.	Sum	Min	Average	Max	C
12	_____ Means in built formula basically available in Excel.	Programs	Value	Figures	Functions	D
13	With ____Function , we get Minimum value in range.	sum()	Average()	Min()	Max()	C
14	_____ Function makes the text given in the brackets converted into small cases and inserted in the cell	Upper()	Capital()	Lower()	Case()	C

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15	_____ data type cannot be used as a data a cell.	Text	Formula	Tree	Number	C
16	To insert Text / Picture / Object some boxes with Dotted Borders are provided in Blank Slides, they are called as _____	Slide Latouts	Placeholders	ClipArt Gallery	Text Box	B
17	Blank, Comparison, Title only etc. are the types of slide layouts in PowerPoint.	TRUE	FALSE			A
18	BMP means Bitmap Image	TRUE	FALSE			A
19	By default the font size of the Title Text box of Title slide is _____	40	44	42	43	B
20	Character Spacing option is available in _____ group in PowerPoint	Clipboard	Slides	Font	Paragraph	C
21	_____ Is a gadget provided by Windows 10.	MS Word	MS Excel	MS PowerPoint	Calendar	D
22	_____ allows the clients to share its recourses.	Server	Client	Modem	None of above	A
23	_____ Is an example of input unit.	Monitor	Mouse	Printer	Speaker	B
24	_____ computers work on bits.	Analog	Digital	Virtual	Rational	B
25	_____ files can not be edited.	PDF	MS-Word	MS-Excel	MS-PowerPoi nt	A