

**MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC JUNE 2025 ENG 30 - WPM BATCH - 504**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	0 or 1 called -----	Bit	Bytes	Word	Value	A
2	0' and '1' are part of _____ system	Unary	Binary	Trinary	None Of Above	B
3	0 to 9 numbers are also called as -----	Number keys	Function Keys	Alpha Keys	Insert Keys	A
4	1 tb = _____	100 Mb	100 Gb	1024 Mb	1024 Gb	D
5	Ethernet port is used for : : : : :	Keyboard	Network	Scanner	Mouse	B
6	: : : : tab group is useful for changing font,font size of the selected matter.	Home	Insert	View	Data	A
7	: : : : means readymade formats provided by words.	WordArt	font styles	Font size	Template	D
8	: : : application software is used for word processing	MS-Word	MS-Excel	MS-Powerpoint	All of these	A
9	: : : bar displays name of document with program name	Menu	Task	Title	status	C
10	: : : view helps to set outline of current document	Page Layout	outline view	normal	web layout	B
11	The Thick border around the Active Cell is called as _____	Cell Pointer	cursor	Border	Outline	A
12	Ascending Sorting means : : : : : : : : : : Sorting.	A to z	Z to A	Both A & B	None of the above	A
13	Ascending-Descending are types of _____	Indent	Alignment	Sorting	All of these	C
14	Auto Sum option is available in _____	Formula	Data	Insert	None of these	A
15	With Average function we get the _____ of values in Range.	Sum	Min	Max	Average	D
16	Convert to SmartArt command is available in _____ group in PowerPoint	Font	Paragraph	Drawing	Editing	B

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
17	Shortcut key for Copy command in PowerPoint is	Ctrl + b	Ctrl + U	Ctrl + I	None of these	D
18	Ctrl + D is shortcut key for	Delete	Permanently Delete	Duplicate Slide	None of these	C
19	Ctrl+M is used to insert a new _____	Letter	Presentation	Document	Slide	D
20	What is the maximum zoom % in PowerPoint?	0	400	20	3000	B
21	Internet Explorer Is a Microsoft's web browser that installs with windows by default.	Windows Explorer	Navigator	File Manger	Internet Explorer	D
22	The example of Military website is _____	www.ibm.net	www.siu.edu	www.mahavat.gov	www.navy.mil	D
23	Outlook Express Is a free Email program that you can access from any web browser.	Yahoo Mail	Rediff Mail	Hot Mail	All of the above	D
24	When you on Refresh Button, the browser contacts the web server to display webpage.	Refresh	Reload	Cache	None of the above	A
25	Software means set of instructions given to the computer.	software	Hardware	Program	Process	C