

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JUNE 2025 ENG 30 - WPM BATCH - 505

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	1 Byte = ____ Bits	2	4	8	12	C
2	1 gb = _____	1000 Bits	1024 Bits	1024 Mb	1024 Tb	C
3	1 Gigabyte = _____	1000 Kilo Byte	1024 Mega Byte	1024 Tera Byte	1024 Bytes	B
4	1 KB = _____ Bytes	100	1000	1024	1048	C
5	Extension of excel file is _____	.Txt	.Pptx	.Docx	None Of Above	D
6	_____, _____, _____ are the filter option	AutoFilter	CustomerFilter	AdvanceFilter	All the above	D
7	To change line height to 1.5 we use shortcut key _____	Ctrl+1	Ctrl + 2	Ctrl + 3	Ctrl + 5	D
8	A thick border around the active cell is called_____	Cell pointer	selection	Border	Outline	A
9	Alt+_____ used for to close the active window.	F1	F4	F3	F5	B
10	Alt+P key is used for_____	View tab active	home tab active	Page Layout Tab Active	Data tab Active	C
11	With Average function we get the _____ of values in Range.	Sum	Min	Max	Average	D
12	Addition of cells B4 & F7 can be done using _____ Formula	=B4*F7	=B4+F7	=B4@F7	=B4/F7	B
13	_____ application is most suited for a bar chart	Word Processor	Database	DOS	Spreadsheet	D
14	Bold is used to make the selected text as _____	Bold	Italic	Bold & Italic	Black	A
15	The "Area Chart " is one of the chart type in MS Excel 2019	TRUE	FALSE			A
16	To start slide show from current displayed slide _____ command is used?	From Beginning	From Current Slide	Custom Slide Show	None of Above	B

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17	If we want a slide show to run from the current slide then click _____ button.	From beginning	From current slide	Run	Start from beginning	B
18	The current slide no. can be seen on the _____ bar.	Title	Slider	Sorter	Status	D
19	The current slide theme can be seen on the _____ bar	Status	Title	Menu	File	A
20	We get current slide number, current slide design theme on _____.	Title bar	Quick Access toolbar	Status bar	Scroll bar	C
21	: : : : : means unprocessed information.	Set	Data	Collection	Program	B
22	: : : : : is NOT an example of Operating system	Windows 10	DOS	Unix	Norton	D
23	: : : is brain of a computer system.	CPU	Input Unit	Output Unit	Memory Unit	A
24	: : : : : files can not be edited.	PDF	MS-Word	MS-Excel	MS-PowerPoint	A
25	: : : : : computers work on bits.	Analog	Digital	Virtual	Rational	B