

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JUNE 2025 ENG 30 - WPM BATCH - 601

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	1 kb = _____	1024 Bytes	512 Bytes	1024 Mb	None of these	A
2	1 mb = _____	100 Bytes	1024 Kb	1000 Bytes	None of these	B
3	1 Megabyte = _____	1024 Kilo Byte	1000 Kilo Byte	1022 Kilo Byte	1024 Bits	A
4	1024 bytes = : : : : :	1 Kb	1 Mb	1 Gb	1 Tb	A
5	In email we can attach executable file.	TRUE	FALSE			A
6	Arial, Times New Roman are the examples of ____	Word Art	Font Styles	Indents	None of these	D
7	Background color or effects applied on a document is not visible in : : : .. Preview.	Reading View	Print Layout view	Web layout view	Print Preview	D
8	With the help of Bar we can make vertical line below tab marker	TRUE	FALSE			A
9	Basic shapes comes under _____ tab	Review	View	Insert	Page Layout	C
10	Which operation you will perform if you need to move a block of text?	Copy and Paste	Cut and Paste	Paste and Delete	Paste and Cut	B
11	Cell Address / Cell Reference is the combination of Column Label and Row Number.	TRUE	FALSE			A
12	Cell Address/Cell Reference is the combination of _____	Column Label and Row Number.	Row and column	column Label	Row Number	A
13	To move cell pointer one cell forward, backward, up and down, Navigation Keys are used on the keyboard.	TRUE	FALSE			A
14	To find Minumum Number in cell range _____function is used	Count()	Min()	Round()	Max()	B
15	To make Cell Reference Absolute : : : : Symbol is used.	^	?	*	\$	D

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
16	To preview the transition of current slide _____ option in transition tab is used.	Preview	Timing	Transition to slide	None of These	B
17	To create Custom Animation, use _____ from Animation tab.	Animation Pane	Recorder	Preview	Trigger	A
18	Design/ Transition/ Animations/ Slide show tabs are available in _____	MS-Word	MS-Excel	MS-PowerPoint	MS-Access	C
19	We get Different background effects according to Design Theme selected from _____ of Design Tab.	Print Layout	Normal	Background Styles	None of above	C
20	Design and Layout are given to the slides according to _____ selected	Template	Page	Picture	Chart	A
21	_____. Is an example of hardware.	Compiler	Interpreter	Program	Floppy Drive	D
22	_____.are used for Engineering drawing, maps etc.	Inkjet printers	Plotters	Dot Matrix Printers	Laser Printers	B
23	_____ is a world Wide system of network.	LAN	Cyberspace	World Wide Web	Intercom	C
24	25MB attachment can be send through _____	Gmail	Google	Word	PowerPoint	A
25	ALU stands for _____	Arithmetic and Logical Unit	Arithmetic and Logical Unit	Addition Logic Unit	None of these	B