

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JUNE 2025 ENG 30 - WPM BATCH - 604

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	"Alt" Key is _____ Key.	Combination	Insert	Addition	Change	A
2	Alt + F4 can be used for _____	Open a File	Open Program	Close active Item or Active file	None of above	C
3	Alt & Ctrl keys are _____	Function keys	Option Keys	Combination Keys	All of these	C
4	ALU stands for Arithmetic & Logic Unit	TRUE	FALSE			A
5	Alu means _____	Automatic Logic Unit	Arithmetic Long Unit	Arithmetic And Logical Unit	None of these	C
6	Caps Lock On is used in Word for _____	All text capital	All text small	Only first character capital	Only first character small	A
7	To remove Caps Lock we have to press the Caps Lock key once again	TRUE	FALSE			A
8	You can use clip art in _____ tab	Home	Insert	View	Help	B
9	We can not get ready made pictures using clip art	TRUE	FALSE			B
10	Clipart pane will appear on the _____ side of the screen	Top	center	right	Left	C
11	Top/Bottom Rules option of conditional formatting can be used only for _____	Text	Numeric Data	Text & Numeric Data	All of the above	B
12	What is used to copy formatting from one place to another in MS Excel 2019 ?	copy paste	format paste	format painter	copy painter	C
13	Ctrl + Pg Dn key combination can be used to go on the next sheet.	TRUE	FALSE			A
14	By Pressing Ctrl + S , _____ action is done.	Open file	new file	Save file	Exit file	C
15	Ctrl + T is used for creating Table in Excel	TRUE	FALSE			A

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
16	Guides command is chosen in the Tab to display Guides	View	File	Slide Show	Window	A
17	Header and Footer command is available in _____ tab in PowerPoint	Home	Insert	Transition	View	B
18	Header and Footer options are given in _____ tab.	Windows	Insert	Slide Show	Format	B
19	Hyperlink command is available in _____ tab in PowerPoint	Home	Insert	Transition	View	B
20	which key is used insert a hyperlink?	Ctrl + L	Ctrl + H	Ctrl + K	None of the above	C
21	In binary number system, 0 & 1 are called as _____	Bit	Byte	Digit	Number	A
22	Usually memory capacity of Blank DVD is _____	200 GB	1 TB	4.7 GB	100 GB	C
23	Boot virus disturbs _____ of the disk.	.com file	.exe file	boot sectors	None of these	C
24	BPS stands for ____	Bit Per Second	Bit Per Schedule	Bit Per Sentence	None of these	A
25	Each window of web Browser is called as _____	Frame	Tab	Box	Square	B