

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JUNE 2025 ENG 30 - WPM BATCH - 605

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	An internet mail message has _____ parts	2	3	4	5	A
2	Analytical engine could perform_____	Graphics	Calculations	Multimedia	None of these	B
3	ANSI stands for	All New Small Integration	A national Small Institutes	American National Standard Institute	None of these	C
4	Arrow keys is also called as Navigation Keys	TRUE	FALSE			A
5	Artificial intelligence is incorporated in _____	Second Generation	Third Generation	Fourth Generation	Fifth Generation	D
6	The colour option will decide the colour of the border	TRUE	FALSE			A
7	:...command facility is used to correct the common spelling mistakes.	Auto Text	Auto Correct	Auto Format	None	B
8	control+home is used for Find and Replace	TRUE	FALSE			B
9	Copy and Paste operation can be used to move a block of text.	TRUE	FALSE			B
10	What does Ctrl + = key effect?	Superscript	Subscript	All Caps	Shadow	B
11	To Apply Currency Style, we have to use : : : : : option in Number Group of Home Tab.	Comma Format	Accounting Number Format	% Format	Date Format	B
12	File name of current sheet is shown on _____	Reference Area	Title Bar	Page	On Cell	B
13	By using _____ Command we can save the current workbook.	Open	New	Save	Close	C
14	Custom Series Option is used to make Series of Data.	TRUE	FALSE			A

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15	The "bubble chart" is one of the chart type in MS Excel 2019	TRUE	FALSE			A
16	To change layout of inserted slide we should click on _____	Home Tab - Slides Group - New Slide	Insert Tab - Slides Group - New Slide	Home Tab - Slides Group - Layout	Design Tab - Slides Group - New Slide	C
17	You can quit from slide show using _____ key on the keyboard	Enter	Esc	F1	Tab	B
18	Data consisting of lists/ bullets can be presented in _____ slide.	Title only	Title & content	Two content	Table	C
19	There are _____ types of Master available in PowerPoint	1	2	3	4	C
20	For getting Microsoft PowerPoint Help one can use shortcut key -----	F1	F2	F3	F4	A
21	_____ Button is used to reload the web page on the Browser	Home	Backward Arrow	Refresh	Forward Arrow	C
22	We can see HTML code of open webpage from Browser	TRUE	FALSE			A
23	Browser is a software program for getting information from the _____	World wide web	Other computer	Clients	None of above	A
24	C++ is a _____	Program	Programming Language	Operating system	compiler	B
25	Carbon Copy means Courtesy Copy	TRUE	FALSE			A