

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC JUNE 2025 ENG 30 - WPM BATCH - 704**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Capacity of cd is _____	100 Mb	700 Mb	2 Gb	None Of Above	B
2	_____ is used for data reading on CD.	CD Drive	Floppy Drive	Hard Drive	Pen drive	A
3	CD stands for _____	Circular Disk	Compact Drive	Circular Drive	Compact Disc	D
4	It is possible to _____ files on cd rom.	Read	Write	Delete	All Of Above	A
5	It is possible to delete files on cd-rom.	TRUE	FALSE			B
6	ctrl+___ is used for to cut the selection	Y	X	Z	B	B
7	Ctrl+_____ key used for selecting the whole or complete document	A	B	C	D	A
8	Ctrl+ :... is used for Double Line Spacing	2	3	4	5	A
9	Ctrl+ :... with an arrow key used for to select a block of text	SHIFT	delete	undo	redo	A
10	In Word document For removing Tab from the list click on : : : :...button	set	clear	left	right	B
11	The Alignment of Cells in Excel Sheet can be done by : : : : : : :..	View -->Alignment	Home -->Alignment	Home--> align	None of these	B
12	In Excel Default Row Height is _____	25 picos	15 points	5 cm	1"	B
13	All commands are given in the form of Tabs and Ribbon in Excel 2019.	TRUE	FALSE			A
14	Excel file Extension XLSX means _____	Microsoft Excel Workbook	Microsoft Excel Template	Web Page	Microsoft Office Workplace	A
15	Each Excel file is called a Workbook because _____	It contains Text and Data	It can be modified	It can contain Many Sheets	User has to work hard to create it	C
16	Notes page view can be accessed from which tab?	Insert	File	Edit	View	D

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
17	The notes page view is used to _____	Prepare speaker notes for the audience	View content of the presentation	Edit a single slide	All slides on one page	A
18	To rotate or flip the selected object _____ option under the format tab is selected.	Oval	Chart	Tables	Rotate	D
19	The usage of 'Outline View' of Word and PowerPoint are similar.	TRUE	FALSE			A
20	Page Setup command is available in _____ tab in PowerPoint	Home	Insert	Design	View	C
21	Characteristics of computer are _____	Speed	Accuracy	Diligence	All of these	D
22	Monitor of a computer is called as _____	Head	Visual Display Unit	Projection Unit	Outer Unit	B
23	In Computer E-Mail is a way of _____ messages.	Sending	Copying	Moving	Downloading	A
24	_____ is necessary to connect our Computer with Internet	Modem	Telephone Instrument	CD Drive	Pen Drive	A
25	To connect computer and telephone _____ is required	Telephone Instrument	Modem	CD Drive	Pen Drive	B