

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC JUNE 2025 ENG 30 - WPM BATCH - 705**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	It is possible to _____ files on CD RW.	Read	Write	Delete	All of these	D
2	Charater Printer is also called as _____	Ink Jet Priters	Dot Matrix Priters	Laser Printers	Plotters	B
3	Collection of 1024 GB data means 1 ----- Data.	Terabyte	Gigabyte	Kilobytes	Bytes only	A
4	Which domain is used to show commercial site?	.net	.com	.gov	.mil	B
5	Compressed files are required to _____ before using.	Zip	Decompress	Both A And B	None Of Above	B
6	Ctrl+2 is used for _____	single line spacing	Double Line Spacing	One and half line spacing	All of these	B
7	Ctrl+5 used for _____	single line spacing	One and half line spacing	double line spacing	None of these	B
8	ctrl+A key used in Word for _____	Select All	Align Right	Align left	change font	A
9	ctrl+B is used in MS-Word for _____	Search the selected text	paste the selected text	open file	bold the selected text	D
10	ctrl+c command used in Word for _____	Select All	Paste	Copy	Delete	C
11	Alignments of cell in Excel sheet can be done by _____	Files / Cells	Format / Cells	FTP / Align	None of these	B
12	Default file name in Excel workbook is	Document1	File1	Book1	None of these	C
13	Excel is not generally used for data analysis in offices.	TRUE	FALSE			B
14	To start Excel, we have to click : : : . Button on the Taskbar of Desktop.	Start	Menu	Home	Delete	A
15	You can remove duplicate values entered using ____ tab.	review tab	page layout tab	data tab	None of These	C
16	Which key is used to right align in a paragraph?	Ctrl + A	Ctrl + T	Ctrl + R	Ctrl + I	C

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17	A slide show of pictures can be created in _____	PowerPoint	Excel	Access	Word	A
18	To show place holder box bring mouse pointer on it and _____ on it	Double click	Click	Drag	Triple Click	B
19	To select Placeholder box bring mouse pointer on it, and ____ on it.	Double Click	Click	Drag	Triple Click	B
20	Placeholder are _____ boxes for inserting any object	Colored	black	dotted	None of these	C
21	To use Internet on computer we need ____	Pen Drive	Telephone Instrument	Modem	CD Drive	C
22	Computer does not get tired due to monotonous work.	TRUE	FALSE			A
23	Computer does not have _____	Accuracy	Speed	Diligence	Emotions	D
24	Communication in between computers can be established with the help of _____	Fiber optic cables	Satellite	Wi-Fi	All of above	D
25	Computer can think of its own.	TRUE	FALSE			B