

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC JUNE 2025 ENG 40 - WPM BATCH - 101**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	In _____ style of fonts the text gets tilted towards right side from top.	Italics	Bold	Face	Size	A
2	In _____ input device, optical pulses are converted into electrical pulses	Light Mouse	Light Pen	Bar Code	None of Above	C
3	HTTP is abbreviation of _____	Hypertext transport policy	Hypertext transport permission	Hypertext transport port	Hypertext transfer Protocol	D
4	In _____ type of memory when supply is cut off, memory content are lost.	PERMANENT	VOLATILE	BOTH A AND B	NONE OF ABOVE	B
5	It is not possible make corrections using computers	TRUE	FALSE			B
6	Can we use Existing list in Mail Merge	TRUE	FALSE			A
7	____command/facility is used to correct the common spelling mistakes.	Auto Text	Auto Corrent	Auto Format	None of these	B
8	Use _____ key to select only one character on right side of Cursor.	Shift + ↑	Shift + ↓	Ctrl + ↑	Ctrl + ↓	A
9	_____ can be used to set margins and indents in Document.	Status Area	Ruler Line	Status Bar	Toolbar	B
10	Different types of Underlines are available in _____ Group of Home Tab.	Print	Font	Save as	Mail merge	B
11	= Sum (F8:F12) this function sort the values in cells range between F8 to F12.	TRUE	FALSE			B
12	The keyboard shortcut to paste contents is ctrl + p.	TRUE	FALSE			B
13	What is the keyboard shortcut to select all in a worksheet ?	Ctrl+ a	Ctrl+ l	Ctrl+ c	Ctrl+ h	A

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
14	_____ cannot be used while typing formula.	Number	Spaces	Characters	Special Characters	B
15	Which option is used to see data in rows based on the specific condition in MS Excel 2019 ?	filter	sort	sieve	forms	A
16	Use F5 function key for _____	slide show	animations	stop slide show	exist from slide	A
17	Use _____ function key for slide show	F1	F2	F3	F5	D
18	Use F5 function key for slide show	TRUE	FALSE			A
19	With slide show Tab we can view slide from _____	beginning	ending	middle	None of these	A
20	_____ are printed notes of speech, footnote made for speech.	Slide	Speaker's Note	Worksheet	None of these	B
21	_____ is result after processing the input.	Input	Output	Logic	Storage	B
22	With the _____ device input is given in the form of voice or speech.	Keyboard	Light Pen	Monitor	Voice Input	D
23	For _____ type of disk laser technology is used.	Magnetic	Optical	Electric	Hard	B
24	One of the way to prevent virus is _____	Hardware	Anti-Virus	Voice Input	Light Pen	B
25	With _____ device we get a hardcopy of our data.	Output	Input	Both A & B	None of the options	A