

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JUNE 2025 ENG 40 - WPM BATCH - 103

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	The maximum data storing capacity of CD is _____.	700 mb	200 mb	400 mb	500 mb	A
2	Data is stored in CD with the help of _____.	laser beam	magnetic effect	electromagnetic signals	None of these	A
3	The parts of the Computer that we can touch or see is _____	Virus	Software	Hardware	Antivirus	C
4	What is expansion of DNS?	Domain Number system	Domain name Structure	Domain name style	Domain Name system	D
5	Maximum data storing capacity of DVD is _____	4.7 GB	10 GB	1 GB	700 MB	A
6	can we insert rows in table	TRUE	FALSE			A
7	In _____ header and footer is visible	Print layout	Normal	View	Review	A
8	We can remove border of shape by selecting _____ option	NO Outline	Inline	Inset	Outset	A
9	You can on gridline from _____ tab	Review	Page Layout	View	Change	C
10	In _____ View, automatic page break are displayed with Dotted lines.	Outline	Draft	Web Layout	Print Layout	B
11	Using = Min(B2:b10) Formula, we get the smallest number in Cell B2 to B 10.	TRUE	FALSE			A
12	= Now() function is used to insert current system time and date in current cell.	TRUE	FALSE			A
13	= Round() Function makes the number given in the bracket _____ to the number up to specific digit.	Maximum	Minimum	Round	None of these	C

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
14	= Sum(F8:F11) this function remove the values in cells range between F8 to F11.	TRUE	FALSE			B
15	= Upper() function is used to convert the provided text into _____	Small	Capital	Small Caps	Title only	B
16	_____ command is available in File menu	Preference	paragraph	cut	find	A
17	In view all slides are displayed in small size like thumbnails.	Slide Show	Slide Sorter	Normal	Notes Pages	B
18	Menu bar is above Tool bar	TRUE	FALSE			B
19	In multi media musical instruments can be attached to _____ port of the computer.	MIDI	USB	LAN	None of these	A
20	In PowerPoint - You can apply animation effects to text or objects on individual slides	TRUE	FALSE			A
21	The capacity of CD ROM is _____	1 MB to 100MB	650 MB to 1 GB	5 GB to 1 TB	1 TB to 100 TB	B
22	To detect virus in our computer we need to _____	Run antivirus program	Run Virus program	Run system software program	Run Any application software program	A
23	To read a CD in computer _____ is present.	Floppy disk drive	Hard Disk Drive	CD Drive	USB Drive	C
24	Input to a computer can be given with _____	Keyboard	Monitor	VDU	CPU	A
25	_____ can be used to decorate your desktop.	Wallpaper	Screen Saver	My Computer	Windows Explorer	A