

**MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC JUNE 2025 ENG 40 - WPM BATCH - 201**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Functions of Operating System are _____	Hardware Management	Memory Management	File Management	All of above	D
2	Storing Data on Remote Server is known as.	Cloud Storage	File System	Mobile Storage	None of these	A
3	What is twitter?	Social Media	Social Networking Website	Social Awareness Site	Google Web site	B
4	In Windows OS _____ player is installed by default.	Windows Media Player	VLC player	KM	GOM	A
5	WWW stands for : : : : : ..	World Wise Web	World wise work	World Wide Web	World wide Work	C
6	Arranged data in ascending and descending order is called as _____	Arranging	Managing	Sorting	Formatting	C
7	_____ is used to magnify the data	Zoom	Resize	Font style	View	A
8	_____ items are placed at the end the document .	Header	Footer	End Note	Page number	C
9	_____ facility is used to add unorder list in your document	Bullets	Numbering	Unorder	Order	A
10	_____ is most of the used for documentation and formatting	Ms-Excel	Ms-Word	Ms-access	Ms-Powerpoint	B
11	In the formula Lookup("Mar",A2:A5,C2:C5), 'Mar' is _____	Lookup Value	LookUp Vector	Result Vector	Match Type	A
12	Which option is used from file menu is used to save it in pdf/xps format in MS Excel 2019 ?	Create PDF/XPS	print	Send	Recent	A
13	Aver() function in MS Excel 2019 will find average of the numbers from given cells ?	TRUE	FALSE			B
14	Which keyboard shortcut which pastes the copied cell in MS Excel 2019?	Ctrl + p	Ctrl + v	Ctrl + s	Ctrl + r	B

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
15	Which keyboard shortcut is used to check spellings in MS Excel 2019?	F2	F8	F9	F7	D
16	In PowerPoint, which option is used to apply theme to slides?	Design-Theme	Design-slide	Design-subject	None of these	A
17	In PowerPoint, _____ is used to show slides in full screen?	slide show	slide sorter	Custom show	outline	A
18	In PowerPoint -rulers and gridlines can be inserted using _____ option	View-window	view-time	View -show	None of these	C
19	Zoom in PowerPoint does not relate to with the printing size of the slide.	TRUE	FALSE			A
20	In PowerPoint Rehearse Timing option is available under _____ ribbon.	Slide Show	Review	View	Design	A
21	.org .in is example of _____	domain name	domain code	domain system	All of Above	B
22	A file having .png extension represents _____ file.	Audio	Video	Image	MS-Word	C
23	.wav is _____ type of file.	image	text	audio	video	C
24	_____ is a set of program to detect virus in an Antivirus Program.	DVD	Virus Scan	CD	Hard Disk	B
25	A letter of memo sent to a person or group on the internet__	Gmail	Hotmail	Yahoo mail	All of above	D