

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC JUNE 2025 ENG 40 - WPM BATCH - 202**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	.Avi is extension of _____ file.	Image	Audio	Audio Video	None of these	C
2	.bmp is ----- file extension.	MS-paint	Photoshop	Coral draw	PageMaker	A
3	File storage on _____ can be erased or modified.	CD-R	DVD-RW	DVD-ROM	None of Above	B
4	_____ is used to decode Bar Code	Bar Code Decoders	Bar Code Readers	Bar Code Printer	None of Above	B
5	_____ is unit of computer memory.	cm	mm	bit	None of these	C
6	Selected text can be coloured with _____ commands in font group of home tab	font	paragraph	text colour	drawing	C
7	You can off the gridline	TRUE	FALSE			A
8	You can apply the border to image and page	TRUE	FALSE			A
9	The size of letter is set using _____ option	Size	Letter	Font	Font size	D
10	For Mail merge database list is to be inserted	TRUE	FALSE			A
11	Where you find the option to include ClipArt in MS Excel 2019 ?	view tab	Insert tab	link tab	embed tab	B
12	Where you find the option to include header& footer in MS Excel 2019 ?	Insert tab	add tab	link tab	embed tab	A
13	Where you find the option to include picture on worksheet in MS Excel 2019 ?	embed tab	picture tab	hyperlink tab	Insert tab	D
14	Where you find the option which creates table in MS Excel 2019 ?	Insert tab	addtable tab	createtable tab	create tab	A
15	Which function will convert words with each letter of first word capital in MS Excel 2019 ?	proper()	lower()	upper()	sentence()	A

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
16	In PowerPoint _____ ribbon contains Broadcast Slide Show option.	Transitions	Animations	Review	Slide Show	D
17	In PowerPoint Set Up Slide Show option is available under _____ ribbon.	Design	Review	Slide Show	Home	C
18	In PowerPoint Spelling checker is available under _____ ribbon.	Review	Design	Slide Show	Transitions	A
19	_____ view used to show slide presentation.	Slide Show	Presentation	File	Template	A
20	If we want any immediately undone command to get redone is used _____	Undo	Move	Before	Redo	D
21	With _____ system we can convert voice in telephone signals.	VSNL	Voice-messaging	Fax	Printer	B
22	_____ is standard Internet protocol.	IPX	SPX	TCP/IP	ITC	C
23	Using _____ system persons voice can be converted into telephone signals.	VSNL	Voice-messaging	Fax	Printer	B
24	_____ Can be used to send and receive messages.	Word Processor	Image editor	E-mail	Windows	C
25	An _____ Is a program that provides tools for accessing web sites.	Google Chrome	Let's talk	Google talk	All of above	A