

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JUNE 2025 ENG 40 - WPM BATCH - 205

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ disks uses laser technology to store the data.	Optical	Magnetic	Floppy	Hard	A
2	_____ system recognizes commands given by speech	Voice	Light	MICR	Bar Code	A
3	_____ system helps in faster clearing of cheque in banks	Scanner	Bar Code Readers	Voice Input	MICR	D
4	In _____ type of scanner, image is kept on glass surface and then it is scanned from its bottom side.	Portable	Flatbed	Pen	Fas Machine	B
5	_____ scanners are mostly seen at the billing counters in shops	Portable Scanner	Pen Scanner	Flatbed Scanner	Bar-code Scanner	D
6	Intersection of rows and columns is called table	TRUE	FALSE			B
7	_____ joins the selected cells into one larger cell and centers the contents in new cell	Merge & Center	Merge	Center	Connect	A
8	We cannot delete table in Ms-Word	TRUE	FALSE			B
9	we can insert chart in ms-word	TRUE	FALSE			A
10	you want to cut some matter to move another place _____used.	cut	close	delete	up	A
11	_____ is an audio file.	.jpg	.bitmap	.mp3	.png	C
12	By using _____ filter option, output of the filtered records can be placed at another location.	Advance Filter	Custom Filter	Auto Filter	None of these	A
13	From the following functions ----- is a Logical function.	AND	OR	NOT	All of these	B
14	From the following functions is from Lookup category.	AND	OR	NOT	Match	D

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15	From the following functions, _____ is not from Lookup category.	AND	VLookup	Hlookup	Match	A
16	Through _____ facility, data from different sheets is collected and its Summary gets in different sheets.	Data Consolidation	Data Validation	Conditional Formatting	None of these	A
17	_____ view is used to adjust or arrange the matter in the slide.	Slide	Slide Show	Outline	Slide Sorter	C
18	_____ means the effects given in Slide, regarding how the Objects appear during Slide show.	Animation	Transition	World Art	Clip Art	A
19	_____ shows slides in full screen	Zoom	Show	Slide Show	All of these	C
20	_____ is NOT a type of chart.	Polygon	Scatter	Pie	Line	A
21	_____ has highest storage capacity than other external memory devices.	CD	DVD	Pen Drive	Hard Disk	D
22	With the help of _____ We connect computer and telephone .	Modem	Email ID	Hotmail	Gmail Account	A
23	In _____ user cannot see other recipients email addresses.	copy	cc	bcc	None of Above	C
24	_____ Is standard Internet Protocol.	IPX	SPX	TCP / IP	ITC	C
25	It is world wide system of network.	LAN	Internet	MAN	WAN	B