

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC JUNE 2025 ENG 40 - WPM BATCH - 305**

| Sr.No | Question   | Option A        | Option B        | Option C         | Option D             | Provisional Ans. |
|-------|--|-----------------|-----------------|------------------|----------------------|------------------|
| 1     | _____ memory is erased on power cut  | Cache           | ROM             | RAM              | All of Above         | C                |
| 2     | _____ Keys are combination keys  | Ctrl            | Alt             | Shift            | All of these         | D                |
| 3     | _____ type of computers combine features of both analog and digital computers. | Hybrid          | Super           | Mainframe        | All of Above         | A                |
| 4     | _____ is called photoelectric scanners.  | Pen Scanner     | Bar code reader | Portable Scanner | Flatbed scanner      | B                |
| 5     | In Computer, small electronic parts are mounted on _____                       | Microprocess or | RAM             | ROM              | Motherboard          | D                |
| 6     | You can Insert Caption to figure from _____ Tab                                | Insert          | Review          | Reference        | add-Ins              | C                |
| 7     | _____ change the overall design of the entire document                         | Page Layout     | Theme           | Review           | Data                 | B                |
| 8     | Due to _____ Option Columns width is adjusted due to its content in the table. | Autofit         | AutoFormat      | AutoText         | AutoCut              | A                |
| 9     | _____ tab contain page setting   | Page            | Layout          | Page Layout      | View                 | C                |
| 10    | _____ make all content visible within a cell displaying it on multiple lines   | Multiple        | Text spacing    | Multitext        | Wrap Text            | D                |
| 11    | Clipart option is available in Insert tab                                      | TRUE            | FALSE           |                  |                      | A                |
| 12    | = lower() function is used to convert the provided text into small cases.      | TRUE            | FALSE           |                  |                      | A                |
| 13    | =round() function rounds off the given number upto a specific digit limit.     | TRUE            | FALSE           |                  |                      | A                |
| 14    | The = TODAY() functions enter the _____  | System Time     | System Clock    | System Date      | System Date and Time | C                |
| 15    | _____ option is used to get 1,2,3,4 ... Numbers in Sr. No. Column              | Today           | Average         | Min              | Autofill             | D                |

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|-------|--|-------------------|-----------------|---------------------|---------------------|------------------|
| 16    | _____Function converts the number into nearest integer.                        | Round()           | Min()           | if()                | int()               | D                |
| 17    | _____ are printed notes of speech, footnote made for speech.                   | Slide             | Speaker's Note  | Worksheet           | None of these       | B                |
| 18    | In _____ we can see all the slides in the presentation file in thumbnail view. | Proofing          | Review          | Notes page          | Slide Sorter        | D                |
| 19    | _____ view is not available in PowerPoint                                      | Normal            | Notes Page      | Draft               | None of these       | C                |
| 20    | _____ click screen clipping to insert picture of any part of the screen        | Screenshot        | View            | File                | Copy                | A                |
| 21    | _____ is used to search information on internet                                | search engine     | search machine  | Information Search  | information machine | A                |
| 22    | Through _____ we can add the information about sender at the end of E-Mail.    | Subject           | Reference       | Salutation          | Signature           | D                |
| 23    | _____ is valid type of printer.  | icon              | key             | image               | Laser               | D                |
| 24    | _____ is checking the essential parts of computers.                            | Memory Management | File Management | Hardware Management | None of the options | C                |
| 25    | _____ is a light sensitive input device.                                       | Keyboard          | Light Pen       | Monitor             | Voice Input         | B                |