

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JUNE 2025 ENG 40 - WPM BATCH - 402

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ is most commonly used pointing device.	Scanner	Keyboard	Mouse	Webcam	C
2	_____ are types of micro computers.	DESKTOP	LAPTOP	HANDHELD	ALL OF ABOVE	D
3	_____ Are not display devices.	Printer	Hdtv	Projector	None of these	A
4	_____ computer can perform both Digital and Analogue operations	Digital	Analogue	Hybrid	None of Above	C
5	_____ memory works like waiting area for data to be processed	Cache	ROM	RAM	None of Above	A
6	_____ option is used to send a file like word document, Pdf, jpeg etc. via email.	Attachment	Save As	Save	None of above	A
7	_____ has ability to combine name and address with standard format	Formula	Mailing	Letter	Format	B
8	_____ is used to connect two or more documents with each other	Connect	Hyperlink	Join	Attach	B
9	_____ shortcut key is used to give right alignment	Ctrl+L	Ctrl+ R	Ctrl+Right	Alt +R	B
10	_____ bar is at the bottom of the window	Status	Title	Home	Tool	A
11	_____Function makes the number given in the brackets round to the number upto specific digits.	Case()	Round()	Max()	if()	B
12	With _____Option Current System Date get inserted in cell	Today()	Current Date ()	Set Date()	Date()	A
13	With _____Function Current System Time gets Inserted in Current Cell.	Clock()	Current Time()	Time()	Now()	D

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
14	A Column letter of the grid, also called as....., identified each column.	Column Heading	Column Reference	Name reference	Cell reference	A
15	Special Symbol insert from -----	Insert => Symbol	Date=>Symbol	Page=>Symbol	Formulas=> Symbol	A
16	_____ view used to show slide presentation.	Slide Show	Presentation	File	Template	A
17	In _____ view all slides are displayed in small size like thumbnails.	Slide Show	Slide Sorter	Normal	Notes Pages	B
18	In _____ we can do Rehearsal of the time required for each slide.	Set up show	Slide Transition	Rehearse Timings	Custom Animation	C
19	_____ is an animation creator software.	MS-paint	Macromedia Flash	Gold Wave	Corel Draw	B
20	_____ is a tag used in HTML to insert Multimedia Object.	<input>	<head>	<Object>	<html>	C
21	_____ Cables are more safe than coaxial cables.	Fiber-Optic	Twisted optics	Shield Twisted optics	None of above	A
22	_____ is acronym for the address webpage.	LOC	IPSA	URL	VRL	C
23	_____ is main computer in network which provides information to other computers.	node	server	client	None of Above	B
24	_____ is default browser in windows	Mozilla	Navigator	Internet Explorer	None of Above	C
25	_____ is the most common Internet Protocol.	TCP/IP	HTML	IPX/SPX	Net/Up	A