

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JUNE 2025 ENG 40 - WPM BATCH - 405

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	In _____ we can define Subject of Email.	Forward	BCC	CC	Subject	D
2	_____ Unit of computer is used to convey the result to the user.	Arithmetic Logic	Control	Input	Output	D
3	_____ device is used to feed data and instructions to the computer	Control	Input	Output	Arithmetical & Logical	B
4	_____ indicates the current position, where the character which we type is going to appear.	Mouse	Keyboard	Office Assistant	Curser	D
5	_____ is a brain of computer	CPU	MMC	FDD	All of Above	A
6	_____ box is used for typing text.	Text	Letter	Symbol	Word	A
7	_____ effect is increase the size of first character in Paragraph	Drop cap	Style	Text	Font	A
8	_____ shortcut key is used for Underline	Ctrl+B	Ctrl+I	Ctrl+U	Alt +U	C
9	_____ is used to add clip art in your document	Insert	Review	View	Page layout	A
10	_____ option is used to send your saved document	Save	Send	File	Open	C
11	AND Function checks for multiple conditions and if any one condition is true, then returns the result as TRUE.	TRUE	FALSE			B
12	AND/OR/NOT these are _____ functions in MS-Excel.	Analytical	Logical	Conditional	Arithmetic	B
13	In Auto filter, we get different filter conditions in a _____	Box	Textarea	Drop Down List	Radio Button	C
14	How to calculate average value?	=sum()	=Max()	=IF()	=Average()	D

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15	AVERAGE function is used to calculate the average of all the values of the range.	TRUE	FALSE			A
16	_____ means to set the style of the text it has multiple types.	Font	Size	color	None of these	A
17	_____ using this you can combine the different shapes in to one shape	Insert	View	Group	Home Tab	C
18	_____ device is used to draw objects like lines, rectangle, oval shapes	Mouse	Joystick	MICR	Bar Code	A
19	By using _____ option, we can add the cell comments	contents	Cell contents	Comments	None of these	C
20	Which of the following section does not exist in a slide layout?	Titles	Lists	Charts	Animations	D
21	_____ memory is a temporary type of memory	CPU	Cache	External	Internal	B
22	_____ is used to draw Engineering Drawings, Maps etc.	Plotter	Line	Character	Laser	A
23	_____ input devices can be seen in ATM machines and mobile phones.	Joystick	Light Pen	Touchscreen	Mouse	C
24	_____ is provided to the computer as input.	Data	Paper	Both A & B	None of the options	A
25	_____ is a type of output device.	Voice Input	Speaker	Keyboard	None of these	B