

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JUNE 2025 ENG 40 - WPM BATCH - 603

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ are second fastest computers after super computers.	Mainframe	Mini Computers	Micro Computers	Super Computers	A
2	_____ computer operated on digital data such as numbers..	Analogue	Digital	BOTH A AND B	NONE OF ABOVE	B
3	_____ is interconnected network.	printer	Internet	Web site	Home page	B
4	_____ is common name of flash drive.	Pen Drive	Memory Drive	Hard Drive	All of Above	A
5	_____ are not a characteristic of computer.	Speed	Accuracy	Huge Data Storage	None of these	D
6	The _____ contains tabs and command	Ribbon	Home tab	File	View	A
7	Generally _____ alignment is used for paragraph having more than one line	left Align	Right Align	Center	Justify	D
8	Column width gets adjusted according to the matter width by using _____ Option.	Auto Fit	Auto Format	Auto Text	Auto Cut	A
9	_____ is application software is used for word processing	Ms-Excel	Ms-word	Ms-Access	Ms-Powerpoint	B
10	_____ view helps to set outline of current document	Page Layout	outline view	normal	web layout	B
11	Custom series option can be used to create series of Months or days.	TRUE	FALSE			A
12	'Pivot table' is used to summarize data.	TRUE	FALSE			A
13	The category of the function DAY() is	Logical	Finance	Math & Trig	Date and Time	D
14	Delete sheet Command is given in _____ tab.	Tools	Home	View	File	B
15	Delete sheet command is in _____ tab - cells group.	File	View	Home	Tools	C

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
16	There are 3 points to the four side of the Hanger	TRUE	FALSE			B
17	There are 4 points to the four side of the Hanger	TRUE	FALSE			A
18	Header and Footer options are available in ____ tab	Window	insert	Slide Show	Format	B
19	Horizontal and Vertical ruler meet each other at _____ point.	Common	Zero Set	Main	None of these	B
20	In MS-Office applications which application is used to create presentation.	Word	Excel	Presenter	None of these	D
21	_____ Is a digital circuit which performs addition of binary numbers.	Subtractor	Adder	Register	Accumulator	B
22	_____ is a digital circuit which performs subtraction of binary numbers	Subtractor	Adder	Register	Accumulator	A
23	_____ is a program which disturbs data files and command files.	Application program	System program	Virus	Instruction	C
24	To give_____input keyboard is used	Image	Sound	Text	Video	C
25	Which of the following language is used to create web pages?	WEBL	GML	HML	HTML	D