

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JUNE 2025 ENG 40 - WPM BATCH - 701

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ is used to increase the security level.	editing	password	filter	spooler	B
2	_____ is the image form, we see moving image on screen.	still image	movement	audio	motion image	D
3	_____ contains information about user or website which is frequently used.	ecommerce	mails	node	Cookies	D
4	_____ is used to connect computer to Internet.	Player	Modem	Router	Spooler	B
5	_____ is software which is only used for browsing.	Server	Browser	Player	Editor	B
6	_____ shortcut key is used to give left alignment	Alt+L	Ctrl+ I	Ctrl + L	Ctrl+T	C
7	Baud Rate is measured in _____ form.	Bytes per Second	Bytes per Minute	Bits per Minute	Bits per Second	D
8	Bookman Old Style and Calibri are the example of	Cell Styles	Format Styles	Wrap Styles	Fonts	D
9	Callouts buttons are in the : : : : : : : . Option of Insert Tab.	Standard	Formatting	Status	Shapes	D
10	Which option covert capital letters of selected matter into small and vice versa?	Toggle Case	Lower Case	Upper Case	Sentence Case	A
11	To start Excel, we have to click Button on the Taskbar of Desktop.	TRUE	FALSE			A
12	While opening the Excel window contains title bar at the topmost position.	TRUE	FALSE			A
13	The Default file name in Excel is _____	Document1	Presentation 1	Textfile1	Book1	D
14	Each row in Ms-Excel, is referred by a specific number.	TRUE	FALSE			A

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15	What happened press "TAB" key in Excel.	Move Cell Pointer Left	Move Cell Pointer Up	Move Cell Pointer Right	Move Cell Pointer Down	C
16	To preview a motion path effect using the custom animation task pane, you should	click the play button	click the show effect button	double click the motion path	all of above	A
17	MP3 is only an audio file.	TRUE	FALSE			A
18	MS- PowerPoint is useful for making _____ at professional level.	Presentation	Webpage	Processing	Video	A
19	To use the pictures of different applications in MS-Office that collection of pictures is called as _____	Word Art	Clip Art	My Pictures	Google Images	B
20	In MS-Office _____ tab is available only in PowerPoint.	Transitions	Animations	Slide Show	All of these	D
21	In binary numbering system 0 or 1 is called as a _____	Bit	Byte	Gigabyte	Terabyte	A
22	Blog is derived from _____ word	web	internet	weblog	None of Above	C
23	Each window of web browser is called as _____	Tab	Frame	Circle	Square	A
24	_____ Button is used to reopen the web page on the Browser	Home	Backward Arrow	Refresh	Forward Arrow	C
25	We can see HTML code of open webpage from browser.	TRUE	FALSE			A