

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JUNE 2025 ENG 40 - WPM BATCH - 704

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	1 TB = _____	1000 GB	1024 YB	2014 PB	1024 GB	D
2	1 Byte = ____ Bits	1024	1000	8	10	C
3	1 Exa Byte = 1024 _____	Peta Byte	Exa Byte	Zetta Byte	None of Above	A
4	1 GB = _____	1000 MB	1024 ZB	1024 MB	1024 TB	C
5	Ctrl + z = _____	Open a File	Copy a file	Cut a file	Undo an action	D
6	You can select the theme from _____	Layout	Page Layout	View	Review	B
7	Ctrl+_____ is used for Double Line Spacing	2	3	4	5	A
8	Ctrl+Y shortcut key is used to _____	Cut	Undo	Redo	Paste	C
9	Number of total pages in current document is shown on	Scroll bar	Formula bar	Quick Access Tool bar	Status bar	D
10	Use _____ keys to select the document from cursor position to the end.	Ctrl + Shift + End	Ctrl + shift + Home	Ctrl + shift +F8	Shift + PgUp	A
11	The address of first cell of sheet is _____	A1	A1048536	A	1A	A
12	In Excel symbol can be inserted using _____ menu	Review	Page Layout	Insert	Home	C
13	In Excel Vlookup is used to search data by reference vertically	TRUE	FALSE			A
14	In Excel We can use arrow keys with _____ Key to select range.	Alt	Ctrl	Enter	Shift	D
15	In Excel _____ option is used for different mathematical processes.	Auto Fill	Auto Text	Mid Text	Formula	D
16	_____ is the representation of a numbers and text.	Chart	Wortart	Picture	Cliparts	A

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17	To rotate or flip the selected object _____ option under the format tab is selected.	Oval	Chart	Tables	Rotate	D
18	To rotate object, image etc. _____ tool is used	Text	Line	Rotation	Crop	C
19	To rotate object, image etc. TEXT tool is used	TRUE	FALSE			B
20	_____ is size of on screen show.	4 : 3	16 : 9	16 : 10	All of these	D
21	Is it possible to reply to email, by clicking on compose button?	It is possible	It's not possible	Sometimes its possible	None of above	B
22	Decompression of a compressed file/folder is also known as _____	Resolution	Evaluation	Interaction	Extraction	D
23	A compressed files take up less space but it takes longer to transmit them.	TRUE	FALSE			B
24	You can change the computer's Date and Time using the _____ menu.	MS-Paint	My Computer	Date & Time setting's	Documents	C
25	Without _____ the computer and its application can not perform any task.	Operating System	DVD	Antivirus	Virus	A