MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JUNE 2025 ENG 40 - WPM BATCH - 705

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	1 KB = _____ Bytes	1000	1012	1024	1032	C
2	1 Peta Byte = 1024 _____	Tera Byte	Mega Byte	Giga Byte	None of Above	A
3	1 Tera Byte = 1024 _____	Mega Byte	Giga Byte	Yotta Byte	None of Above	B
4	1 YB (yotta byte) = _____	1024 ZB	512 TB	1024 MB	NONE OF ABOVE	A
5	1 Yotta Byte = 1024 _____	Peta Byte	Exa Byte	Zetta Byte	None of Above	C
6	The maximum no. of character in file name is _____	256	100	500	10	A
7	Dialog Box can not be resized.	TRUE	FALSE			A
8	Use ____ key to select only one character on right side of Cursor.	Shift + -->	Shift + <--	Ctrl + -->	Ctrl + <--	A
9	You can sort the data in ascending & _____	Descending	Symmetric	Above	Below	A
10	After saving the document we can not change the data?	TRUE	FALSE			B
11	In excel to perform mathematical operations _____ can be used.	Autofill	Text	Mid	Formula	D
12	All the commands in Excel are given in the form of a Ribbon.	TRUE	FALSE			B
13	In Excel selected cells are called as _____	Cell Range	Row Range	Column Range	Formula Ragne	A
14	In Excel _____ is shortcut to make cell content italic	Ctrl + I	Ctrl + O	Alt + I	Alt + O	A
15	In excel you can change header and footer by -----	Insert	Cells	File	View	A
16	outline view is used to adjust or arrange the matter in the _____	page	slide	sheet	book	B

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
17	Outline view is used to _____ the matter in the slide.	arrange	delete	copy	paste	A
18	To create a presentation based on pictures _____ can be used	Chart	Photo Album	Clip art	Shapes tool	B
19	To select placeholder box bring mouse pointer on it, and _____ on it.	Double click	Click	Drag	Triple Click	B
20	Placeholder are _____ boxes for inserting any object	Colored	black	dotted	None of these	C
21	In a computer hardware the electronic parts are mounted on _____	RAM	ROM	Microprocessors	Motherboard	D
22	Computer networking was evolved in _____	1965	1900	2000	1950	A
23	After starting the computer the screen which we can see is called as _____	Processor	Document	Desktop	My computer	C
24	Computers are connected with each other by using concept of _____	Networking	Connecting	Sharing	E-learning	A
25	_____ can effect the boot sector of the computer.	Boot sector Virus	File Virus	Antivirus	Memory	A