MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 50-WPM 27 Dec 2023 SSD 50-WPM BATCH-102
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	In ____ memory of the computer a built in program is permenantly stored.	ROM	RAM	Virtual	Cache	A
2	NetProtector is a type of _____	Printer	Speaker	Virus	Antivirus	D
3	Current position of mouse is indicated by	Pointer	Cursor	Both Options	None of the options	A
4	Functions of the operating system are	Hardware Management	Memory Management	File management	All of these	D
5	In MS-Word the add text to table of content option is available under _____tab.	References	Insert	Home	Page Layout	A
6	In MS-Word _____ is used to insert preformatted text boxes.	Hyperlink	Bookmark	Text Boxes	Header and Footer	C
7	In MS-Word the New Window option is available under _____ tab.	View	References	Insert	Home	A
8	We can add our suggestion to Dictionary using _____ button	Dictionary	Add to Dictionary	New Keyword	None of Above	B
9	Using _____ function we can find working In Excel days out of two given dates.	NETWORKDAYS	DAYS360	Weekday	Date	A
10	…. Means in built formula basically available in Excel.	Programs	Values	Figures	Functions	D
11	To move Cell …… key is used.	Ctrl + End	Ctrl + Home	Ctrl + Page up	Ctrl + Insert	B
12	sum(A1:A5). In this formula A5 is	Absolute	Relative	Default	Auto	B
13	F7 is the shortcut key for _____ voucher type.	Journal	Receipt Note	Purchase Quotation	Goods	A
14	Window 7 is a multi user operating system.	TRUE	FALSE			A
15	_____ is the shortcut key used to Show/Hide Layers in PageMaker	Ctrl+F8	Ctrl+8	Ctrl+H	Ctrl+S	B
16	To reduce the size of file or folder we use _____ program	File Expand	Programming	Reducing	File compression utility	D

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17	To Change the animation order of object in the slide .... option of Animation Tab is used.	Preset animation	Animation Pane	Slide Transition	Set Up Show	B
18	It is possible in PowerPoint to hide the particular slide while running the slide show.	TRUE	FALSE			A
19	To add background to the slides we can give _____ option from background group.	Color	Background Styles	Slide Layout	Slide Animation	B
20	To check the spelling of text inserted into the slide .... Tab Spelling Option is used.	Insert Text Group	Review Proofing Group	Design Tab Page Setup	None of these	B