

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 50-WPM 27 Dec 2023 SSD 50-WPM BATCH-103
PROVISIONAL ANSWER KEY

| Sr.No | Question | Option A | Option B | Option C | Option D | Provisional Answer |
|-------|--|-----------------------------------|---|--|--------------------------|--------------------|
| 1 | To reduce the size of file or folder we use program | File Expand | Programming | Reducing | File compression utility | D |
| 2 | _____ Unit controls all the processes performed by the other units of computer. | Control | Arithmetic & logic | memory | All of these | A |
| 3 | ROM is memory | Permanent | Primary | Both A and B | Temporary | C |
| 4 | The screen resolution can be changed in the tab in display properties. | Right click on desktop | My Computer | My Document | Recycle Bin | A |
| 5 | In Word the Insert Index is under _____ group in References Tab | Caption | Index | Citation | Orientation | B |
| 6 | To add numbers to line ____ option can be selected in MS-Word. | Paragraphs | Page Numbers | Line Numbers | Orientation | C |
| 7 | We can record the specific actions performed in MS-Word which is called as _____ | Macros | Thesaurus | Language | References | A |
| 8 | In MS-Word the Ruler option is available under _____ tab. | View | References | Insert | Home | A |
| 9 | _____ is a filter provided for pivot table. | Slicer | Sort | Charts | Links | A |
| 10 | In MS-Excel, _____ options present under pivot table gives a chart based on the pivot table. | Chart | Graph | PivotChart | PivotTable | C |
| 11 | DB function in MS-Excel stands for _____ | Straight line Method Depreciation | Diminishing Balance Method Depreciation | Sum of Years Digits Method Depreciation | Workbook software | B |
| 12 | When you print preview a worksheet | The entire worksheet is displayed | The selected range is displayed | The active portion of the worksheet is displayed | All of above | D |

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| 13 | The options under the Table editor-file menu of Adobe Table editor are _____ | New | Open | Preferences | All of these | D |
| 14 | The screen resolution can be changed in the _____ tab in display properties. | Settings | My Computer | My Document | Recycle Bin | A |
| 15 | Windows 7 provides many informative programs and tools called as _____ | compression | Expand | Gadgets | None of the options | C |
| 16 | The adobe table editor is under the _____ group in start command. | PageMaker | Microsoft Office | MS-Word | MS-Excel | A |
| 17 | In PowerPoint Program it is possible to change the view all the slide together. | TRUE | FALSE | | | A |
| 18 | To Store common information / object in slide which come to every slide when inserted type slide is used. | Title Slide | Master Slide | Main Slide | Header Slide | B |
| 19 | To insert the Date & Time in the slide option is used. | Insert Tab Links | Insert Tab Symbols | Insert Tab Text | None of these | C |
| 20 | We can insert a Animation _____ file in PowerPoint. | PWF | SWF | PPF | PFF | B |