

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE

OBJECTIVE QUESTION

GCC - TBC 30-WPM 19 Dec 2023 ENG 30-WPM BATCH-202

FINAL ANSWER KEY

| Sr.No | Question | Option A | Option B | Option C | Option D | Provisional Answer | Final Answer |
|-------|---|----------------------------|-------------------------|------------------------------------|----------------------------|--------------------|--------------|
| 1 | Caps Lock on means- | All text capital | All text small | Only first character capital | Only first character small | A | A |
| 2 | _____ Are types of keyboard. | Ergonomic | Flexible | Wireless | All of these | D | D |
| 3 | "PARAM" is the _____ computer | Super | Micro | Mini | Mainframe | A | A |
| 4 | Linux is _____ | OS | Application | Language | Program | A | A |
| 5 | Input and Output device perform same task. | TRUE | FALSE | | | B | B |
| 6 | We can't Insert Clipart Picture, Images in MS-Word 2010 | TRUE | FALSE | | | B | B |
| 7 | Drop Caps are used in document for _____ | To Drop all Capital letter | To Drop all paragraph | to make first initial letter large | None of these | C | C |
| 8 | We can't change the text direction in the table. | TRUE | FALSE | | | B | B |
| 9 | _____press when help dialog box is appear | F4 | F3 | F1 | F2 | C | C |
| 10 | ctrl+B is used in MS-Word for _____ | Search the selected text | paste the selected text | open file | bold the selected text | D | D |
| 11 | New option is available in _____ Menu | Insert | File | View | Tools | B | B |
| 12 | Pressing Enter key cell moves to --- | Next row | Right | Left | Up | A | A |
| 13 | In Worksheet the Heading of last Column is XFD | TRUE | FALSE | | | A | A |
| 14 | Pie is one of the type of _____ in Excel. | Picture | Symbol | Chart | None of these | C | C |
| 15 | More than one selected _____ Group as called as Cell Range. | Row | Cells | Column | Table | B | B |
| 16 | WMF means _____ | Windows Main File | Windows Metafile | Windows Map Frame | Window Main Frame | B | B |
| 17 | _____ is Power Point file extention. | .docx | .pptx | .mdb | .bmp | B | B |
| 18 | _____ tab is available only in PowerPoint. | Window | Slide Show | Format | Home | B | B |

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| 19 | Various Transition effect has been give in the Group _____ | Animation | Design Themes | Transition to this slide | Background styles | C | C |
| 20 | We can insert our recorded voice in Slide Presentation | TRUE | FALSE | | | A | A |
| 21 | Virus is a _____ | Compiler | Interpreter | Program | Language | C | C |
| 22 | Calculations are performed by_____ | Memory Unit | Monitor | ALU | Keyboard | C | C |
| 23 | www.navy.mil is example of Military Website. | TRUE | FALSE | | | A | A |
| 24 | Internet Explorer is _____ type of software | Word Processor | Spreadsheet | Presentation Maker | Web Browser | D | D |
| 25 | Reply means respond to Mail. | Forwarded Mails | Received Mails | Compose d Mails | Deleted Mails | B | B |