MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 20 Dec 2023 ENG 30-WPM BATCH-302
FINAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer	Final Answer
1	Joystick is _____ Device.	Output	Speaker	Input	None of these	C	C
2	8 bit = 1 _____	Byte	BIT	KB	TB	A	A
3	Cd stands for _____	Clear Disk	Clean Disk	Compact Disk	None of these	C	C
4	Extension of text file is _____	.Txt	.Pptx	.Docx	.Exe	A	A
5	_____ Is not input devices.	Keyboard	Mouse	Printer	Microphone	C	C
6	In MS-Word, the default page orientation for a document is _____	Right orientation	Left orientation	Landscape orientation	Portrait orientation	D	D
7	In a table user can select___	multiple rows	multiple columns	All of these	one cell	C	C
8	Line tool' button is in the ____ option of Insert Tab.	Standard	Formatting	Status	Shape	D	D
9	A thick border around the active cell is called____	Cell pointer	selection	Border	Outline	A	A
10	F12 is_____type key	Function Key	Normal	Text	control key	A	A
11	Charts option is available in _____ Menu.	Home	Insert	Data	View	B	B
12	What we refer to inbuilt formula in MS Excel 2010 ?	program	value	figure	function	D	D
13	Where we find the format table option in MS Excel 2010 ?	insert tab	Home tab	page layout tab	data tab	B	B
14	How many kinds of Alignment are available in MS-Excel.	3	5	6	4	C	C
15	Where we find the word art option in MS Excel 2010 ?	insert tab	Home tab	page layout tab	data tab	A	A
16	Default Orientation in PowerPoint is	Portrait	Landscape	Horizontal	None of these	B	B
17	To insert new slide _____ command in PowerPoint is used.	Ctrl + N	Ctrl + S	Ctrl + M	All of these	C	C
18	which key is used insert a hyperlink?	Ctrl + L	Ctrl + H	Ctrl + K	None of these	C	C
19	Ctrl+M is used to insert a new _____	Letter	Presentation	Document	Slide	D	D
20	Align Text command is available in _____ group in PowerPoint	Clipboard	Slides	Font	Paragraph	D	D

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21	PDF stands for_____	Prime Document File	Portable Disk File	Private Disk Format	Portable Document Format	D	D
22	GUI stands for Graphical User Involvement.	TRUE	FALSE			B	B
23	The US Government owns the Internet	TRUE	FALSE			B	B
24	GB stands for_____	Giga Bits	Giga Byte	Giga Binary	None of these	B	B
25	In network data transfer rate is measured in Bond Rate.	TRUE	FALSE			B	B