	MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE						
	OBJECTIVE QUESTION						
	GCC - TBC 30-WPM 30 Dec 2023 ENG 30-WPM BATCH-904						
	FINAL ANSWER KEY						
Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer	Final Answer
1	_____ is extension of Notepad file.	.docx	.xlsx	.pptx	.txt	D	D
2	Which of the following is not valid type network?	RAM	LAN	MAN	WAN	A	A
3	Shortcut key for Help is ____	F3	F7	F1	F11	C	C
4	WWW stands for _____	World Wise Web	World wise work	World Wide Web	World wide Work	C	C
5	PDF Stands for _____	Portable Document Format	Print Document Format	Portable Document File	Portable Data Format	A	A
6	Cut - Paste - and Copy are the same processes.	TRUE	FALSE			B	B
7	Chart Option is available in _____ Menu.	Home	Insert	Page Layout	View	B	B
8	Copy and Paste operation can be used to move a block of text.	TRUE	FALSE			B	B
9	We can create document by using____	Ecxel	powerpoint	word processor	windows	C	C
10	You can create_____type of file by using word processors	document	worksheet	database	presentation	A	A
11	We can save Excel file in Pdf.	TRUE	FALSE			A	A
12	Alignments of cell in Excel sheet can be done by_____	Files / Cells	Format / Cells	FTP / Align	None of these	B	B
13	What type of file can be created in in MS Excel 2010 ?	document	presentation	image	workbook	D	D
14	Grids has vertical and horizontal lines	TRUE	FALSE			A	A
15	Sort option is available in _____ Menu	Data	Insert	View	Formulas	A	A
16	Cannot insert table in Power Point Presentation	TRUE	FALSE			B	B
17	In slide show which command is not available	Custom Show	Hide Slide	Set up Show	Background	D	D
18	We can include a comparison slide in _____	Access	Word	Excel	PowerPoint	D	D
19	Background Format group is in _____ Tab.	Design	Theme	Style	Background	A	A
20	Options to insert slide numbers are?	Insert=>Page No	Insert=>Slide No	Insert=>Text Group	Insert=>Table	B	B
21	Which of the terms as Browserr?	Document editor	E-Mail client software	System Software	Network Connector	B	B

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22	Which one below indicates an Email address?	pune@gmail.com	http:/gcctbc.org	www.msce.org	C:\msce\email.org	A	A
23	In e-mail message _____ Part is very important	Subject	E-Mail Address	Attachment	Signature	B	B
24	___ is standard Internet protocol.	IPX	SPX	TCP/IP	ITC	C	C
25	Internet is the largest network in the world	TRUE	FALSE			A	A