

**MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE**

**OBJECTIVE QUESTION**

**GCC-TBC 18 Dec 2023 GCC-TBC ENG-40-WPM BATCH-104**

**FINAL ANSWER KEY**

<b>Sr.No</b>	<b>Question</b>	<b>Option A</b>	<b>Option B</b>	<b>Option C</b>	<b>Option D</b>	<b>Provisional Answer</b>	<b>Final Answer</b>
1	It is possible to make changes in DVD-ROM.	TRUE	FALSE			B	B
2	Input devices are used to give instruction to computer system	TRUE	FALSE			A	A
3	To write email an option _____ can be used.	Edit	Compose	Read	None of these	B	B
4	Keyboard is used to provide _____ input to the computer.	Audio	Video	Text	Graphic	C	C
5	_____ is type of printer	character	laser	inkjet	All of these	D	D
6	Change the _____ to create a document in wide format	Page Orientation	Paper Size	Page Layout	All of these	A	A
7	To measure Font Size of the text ..... unit is used.	Cm	Hz	Points	mm	C	C
8	_____ is collection of programs	Software	Hardware	System	Information	A	A
9	Using _____ option we can add color in shapes	Insert	Fill	Add	Color	B	B
10	In Ms-Word what is the maximum scale percentage available in scale drop down bar.	200	100	90	500	D	D
11	With _____ Function Current System Time gets Inserted in Current Cell.	Now()	Time()	Current Time()	Clock()	A	A
12	_____ Bar is given at the topmost side of 'opening Screen' in Excel	Tool	Access	Title	Status	C	C
13	Which Application is most suited for a BAR Chart.	Word	Database	DOS	Spreadsheet	D	D
14	_____ is a type of chart in MS-Excel.	Scatter	Pie	Line	All of these	D	D
15	In MS-Excel, with _____ style warning message is given.	error	Warning	Alert	Stop	B	B
16	In PageMaker, Which tool is used to squares and rectangles	Zoom tool	Rectangle Tool	Text tool	Constrained Tool	B	B
17	In PowerPoint, the symbols which are not on keyboard, can not be added .	TRUE	FALSE			B	B

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18	Which file format can be added to a PowerPoint show?	.jpg	.gif	.wav	All of these	D	D
19	_____ keys is used for Help option.	Help	find	search	move	A	A
20	Rules Command is chosen in the View Tab to _____	Display line	Display Rules Line	Display	None of these	B	B
21	You need to pay for sending and receiving e-mails.	TRUE	FALSE			B	B
22	Unrequested or unsolicited Email is referred as _____	Received Mails	Sent Mails	Spams	Trashed Mails	C	C
23	We cannot resize a dialog box.	TRUE	FALSE			A	A
24	The _____ in network is called as Server.	Client	PC	Main Computer	Other Computer	C	C
25	Firefox browser is created by _____ company	Mozilla	Netscape	Windows	Opera	A	A