## MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
## OBJECTIVE QUESTION
## GCC-TBC 19 Dec 2023 GCC-TBC ENG-40-WPM BATCH-204
## FINAL ANSWER KEY

| Sr.No | Question | Option A | Option B | Option C | Option D | Provisional Answer | Final Answer |
|---|---|---|---|---|---|---|---|
| 1 | Windows 7 is Multiuser Operating System. | TRUE | FALSE | | | A | A |
| 2 | CD means _____ | Circular Disk | Compact Drive | Circular Drive | Compact Disc | D | D |
| 3 | HTTP means Hyper Teratory Transfer Post. | TRUE | FALSE | | | B | B |
| 4 | _____is an email server developed by Microsoft company. | Hotmail | Yahoo mail | Gmail | None of these | A | A |
| 5 | File storage on _____ can be erased or modified. | CD-R | DVD-RW | DVD-ROM | None of these | B | B |
| 6 | To create and print Labels .................... Tool is used | Home --> Labels | Insert --> Labels | Mailing --> Labels | Review --> Labels | C | C |
| 7 | _____enables to send same letter to many recipients | Letter | Mail Merge | Data | Merge | B | B |
| 8 | _____ is shortcut key is used to paste | Ctrl+P | Ctrl+F | Ctrl+S | Ctrl+V | D | D |
| 9 | _____ make it easy to sort ,filter and format data within the sheet | Data | Table | Information | Text | B | B |
| 10 | Which of the following keys is used to remove one letter immediately at the back of cursor. | Delete key | Insert Key | End key | Backspace Key | D | D |
| 11 | After applying filter in MS-Excel, records remain hidden permanently. | TRUE | FALSE | | | B | B |
| 12 | In a workbook default sheet names are displayed on _____ | Sheet panes | Sheet cells | Sheet Tab | Sheet Templates | C | C |
| 13 | _____ function checks negative condition. | AND | OR | NOT | SUM | C | C |
| 14 | Type the formula into the cell B11 sum(B1:B10)_____ Answer we get. | sum(B1:B10) | Calculation B1 to B10 | Subtraction of B1to B10 | Multiplication B1to B10 | A | A |
| 15 | To select an entire row, we should click on row number. | TRUE | FALSE | | | A | A |
| 16 | In PageMaker, Which tool is used to scroll the page. | Hand Tool | Constrained Tool | Zoom tool | select tool | A | A |
| 17 | To show/hide the Tools box_____ menu is used | File | Window | Edit | Element | B | B |
| 18 | What is present at the left side in PageMaker window? | Tool Box | Tool bar | Menu bar | Command bar | A | A |

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| 19 | Closing and existing in PowerPoint are same | TRUE | FALSE | | | B | B |
| 20 | In PowerPoint, it is not possible to change background of only one slide | TRUE | FALSE | | | B | B |
| 21 | A collection of files and sub folders is called as _____ | File | Folder | Subfolder | My Files | B | B |
| 22 | Internet is _____ type of network. | LAN | MAN | WAN | VSNL | C | C |
| 23 | An email program's can stored Email addresses in _____ | Inbox | Address Book | Close | Outbox | B | B |
| 24 | Which of the following is type of DVD? | CD-ROM | CD-R | DVD-ROM | CD-RW | C | C |
| 25 | Software such as internet explorer and Firefox, are referred as_____ | Spreadsheet | Browser | Document Viewer | Clipboard | B | B |