	MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE						
	OBJECTIVE QUESTION						
	GCC-TBC 20 Dec 2023 GCC-TBC ENG-40-WPM BATCH-301						
	FINAL ANSWER KEY						
Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer	Final Answer
1	_____ is used for input of text.	Scanner	Keyboard	Mouse	Webcam	B	B
2	Yahoo Briefcase was launched in year_____	2000	2001	1999	1998	C	C
3	CD-_____ means rewritable.	CD-RW	R-E	RM	RI	A	A
4	Storing Data on Remote Server is known as.	Cloud Storage	File System	Mobile Storage	None of these	A	A
5	Process of transferring information from the website is	Browsing	Downloading	editing	None of these	B	B
6	In Word Document Can we apply the border to picture	TRUE	FALSE			A	A
7	Exit option present in _____ menu	Insert	File	Data	Review	B	B
8	Arranged data in ascending and descending order is called as_____	Arranging	Managing	Sorting	Formatting	C	C
9	You can sort the data in ascending & _____	Descending	Symmetric	Above	Below	A	A
10	With the help of .... option we get the Printouts.	Print	Preview	Page Layout	None of these	A	A
11	In a worksheet in cell in 'C' column and 7th raw is referred '7C'	TRUE	FALSE			B	B
12	Sorting data in z to a series in MS Excel 2010 means sorting in ___	ascending order	horizontal	descending	numeric order	C	C
13	New comment can be inserted from _____	View Tab	Review Tab	Data Tab	Formula Tab	B	B
14	Shortcut of the save excel file_____	Ctrl+A	Ctrl+C	Ctrl+S	Ctrl+X	C	C
15	Which of the following is used to navigate to a100 cell in MS Excel 2010 ?	find & replace -> sort ->a100	goto tab -> link cell	find & select -> go to	data tab -> visit cell	C	C
16	PageMaker tool box is having _____ tools.	5	10	14	20	C	C
17	We can create Blank Slide when we click on New command of File Tab	TRUE	FALSE			A	A
18	We can use _____ View to see slide one by one on screen.	print	Slide Show	slide	New slide	B	B
19	Use Ctrl+A => Ctrl+C on the slide pane to _____	Copy all slides	select all slides	delete all slides	paste all slides	A	A

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20	In PowerPoint, Arrow is drawn by using	Home tab-styles option	Home tab-style option	Home tab-Drawing option	None of these	C	C
21	_____ and _____ are used in internet	server, megaserver	machine, telephone	server, client	machine, client	C	C
22	In network _____ nodes are around a central server.	Clients	Email Clients	Middle Node	Baud Rate	A	A
23	Server give the permission to client to share _____ On the networks.	Web browser	Hyperlink	Data	Resources	D	D
24	Deleted emails are shown in _____ menu.	Sent	Trash	Draft	Inbox	B	B
25	It is possible to reply received email.	TRUE	FALSE			A	A