

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

OBJECTIVE QUESTION

GCC-TBC 24 Dec 2023 GCC-TBC ENG-40-WPM BATCH-402

FINAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer	Final Answer
1	_____ printer is impact printer	character	laser	inkjet	All of these	A	A
2	Network of Network is known as _____.	Internet	Network	Lan	Server	A	A
3	1 Tera Byte = 1024 _____	Mega Byte	Giga Byte	Yotta Byte	None of these	B	B
4	1024 Exa Byte = 1 _____	Tera Byte	Zetta Byte	Exa Byte	None of these	B	B
5	CD is Primary Memory	TRUE	FALSE			B	B
6	We can add the shapes from _____ menu	File	Home	Insert	Review	C	C
7	_____ option is used to send your saved document	Save	Send	File	Open	C	C
8	we can't add watermark in Ms-word	TRUE	FALSE			B	B
9	Increase indent button is given in _____ Group of Home Tab.	Standard	Paragraph	Status	Drawing	B	B
10	In Ms- Word View Tab contains _____	Print Layout	Full Screen Reading	Web Layout	All of these	D	D
11	Microsoft Excel is a powerful _____	Spreadsheet Package	Word Processor	Designing Software	Presentation Maker	A	A
12	To protect active / selected sheet _____ command is used.	Review Tab-Protect Sheet	Data Tab-Protect sheet	Insert Tab-Protect Sheet	None of these	A	A
13	This facilities is available in Excel.	Mail Merge	Print Layout View	Page Cover	Format Painter	D	D
14	Match Type is a numeric form in _____ function.	Position	Match	Catch	Watch	B	B
15	In VLOOKUP/HLOOKUP, 0 parameter means _____ match.	maximum	Minimum	Exact	Approximate	C	C
16	WMF means Windows Metafile	TRUE	FALSE			A	A
17	To begin slide show from beginning Command is used in the _____	slide show tab	Home Tab	View Tab	Slide Animation	A	A
18	In PageMaker, _____ command is used to view the slides in a small size	Size In	Size Out	Zoom Out	Zoom In	C	C

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19	PageMaker software developed by _____ company.	Microsoft	Adobe	IBM	None of these	B	B
20	In PageMaker _____ tool is used to draw Polygon.	Line	Straight Line	Rectangle	Polygon	D	D
21	To use Internet on computer we need _____	Pen Drive	DVD Drive	CD Drive	Modem	D	D
22	_____ is opening, copying and deleting files and folders etc.	Memory Management	File Management	Hardware Management	None of these	B	B
23	_____ is a memory device.	Printer	RAM	Motherboard	Microprocessor	B	B
24	Transferring files from one place to another means _____	Copy file	Move file	Rename file	delete file	B	B
25	The speed of dot matrix printer is _____ characters per second.	1 to 2	10 to 20	30 to 40	80 to 120	D	D