MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC-TBC 24 Dec 2023 GCC-TBC ENG-40-WPM BATCH-403
FINAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer	Final Answer
1	Circular button at the left side of Task Bar is knows as	Desktop	Taskbar	Explorer	Start Button	D	D
2	_____ is used to decode Bar Code	Bar Code Decoders	Bar Code Readers	Bar Code Printer	None of these	B	B
3	From the following options _____ is not a multimedia file.	.wav	.mp3	.xls	.avi	C	C
4	Secondary memory is permanent memory.	TRUE	FALSE			A	A
5	_____ is an audio file.	.jpj	.bitmap	.mp3	.png	C	C
6	Save As' option is available in which Group of Tab.	Home	Insert	View	File	D	D
7	We can Merge Cells in table	TRUE	FALSE			A	A
8	_____ is used to add clip art in your document	Insert	Review	View	Page layout	A	A
9	_____ Can be used to set margins and indents in Document.	Status area	Ruler line	Status bar	Title Bar	B	B
10	After inserting a picture in document, they have_____resize handles .	6	8	12	10	B	B
11	How many types of horizontal alignments are possible in MS Excel 2010 ?	4	3	2	horizontal alignments can not be done	B	B
12	Ctrl + Pg Dn key combination can be used to go on the next sheet.	TRUE	FALSE			A	A
13	In the formula Vlookup("Mar",A1:D5,3,0), '3' is _____	row number	cell code	Column Index Number	Table Array	C	C
14	IF is not a logical function	TRUE	FALSE			B	B
15	A Collection of worksheets is known as _____	Workbook	Worknote-book	Work document	Chart Book	A	A
16	In PowerPoint, hyperlink option is available in _____	Image group	Picture group	Link group	None of these	C	C
17	To create polygon minimum 3 sides are required	TRUE	FALSE			A	A
18	Clipart option is available in Insert tab	TRUE	FALSE			A	A
19	_____ tab is not present in PowerPoint.	Design	Data	Review	View	B	B
20	Which option is used to draw arrow in MS-PowerPoint?	Home tab-style option	Insert-styles	File menu	Home tab-Drawing option	D	D

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21	One of the way to prevent virus is _____	Hardware	Anti-Virus	Voice Input	Light Pen	B	B
22	We can visit another webpage by using _____	Hyperlinks	Word Processor	Spreadsheet	Presentation graphic	A	A
23	Windows operating system is developed by _____ Corporation.	Apple	Microsoft	Unix	Linux	B	B
24	_____ is example of cyber crime.	Website Hack	Bank Account Hack	Mobile Hack	All of these	D	D
25	Is it possible to forward email, by clicking on reply button?	It is possible	It's not possible	Sometimes its possible	None of these	B	B