

**MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE**

**OBJECTIVE QUESTION**

**GCC-TBC 30 Dec 2023 GCC-TBC ENG-40-WPM BATCH-904**

**FINAL ANSWER KEY**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer	Final Answer
1	_____ disk contains metallic platters.	Floppy Disk	Hard Disk	Optical Disk	Magnetic Tapes	B	B
2	By using the device _____, a document can be scanned.	Scanner	Keyboard	Barcode Reader	Mouse	A	A
3	User interface in Windows-7 is called as _____	GUI	CUI	MUI	None of these	A	A
4	Facebook is developed by Mark Zuckerberg.	TRUE	FALSE			A	A
5	MS-paint is used for _____	Drawing	Documents	Tables	Charts	A	A
6	Making the changes in document is called _____	Editing	Changing	Altering	None of these	A	A
7	Use _____ Key to get a blank line before or after the Paragraph.	Home	Backspace	Enter	Num lock	C	C
8	_____ effect drawn line between the text	Line	Strikethrough	linethrough	through	A	B
9	web layout can be displayed from _____ menu	View	File	Review	Mailings	A	A
10	For Mail merge database list is to be inserted	TRUE	FALSE			A	A
11	_____ is valid numeric form in Match function of MS-Excel.	Match Type(0)	Match Type(1)	Match Type(-1)	All of these	D	D
12	A Blank Cell has the numeric Value of _____	Blank	Zero	Space	Null	D	D
13	Which is odd option from the options of functions?	proper()	ucase()	upper()	lower()	B	B
14	Cell pointer move to one cell up used _____	Press Enter Key	Press Shift+Enter Key	Press Shift + Alt	Press Alt+Shift Key	B	B
15	To _____... to the begining of worksheet Ctrl + Home key is used.	move	split	merge	None of these	A	A
16	It is not possible to insert mathematical sums in presentation.	TRUE	FALSE			B	B
17	In PageMaker _____ tool is used for inserting Text matter.	Pointer	Text	Rotation	Crop	B	B
18	Each character is to be look differently is done with Font	TRUE	FALSE			A	A

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19	Translate command is available in _____ tab in PowerPoint.	Home	Insert	Transition	Review	D	D
20	Extension of PowerPoint Show is _____	.ppsx	.potx.	.pptx	.ppts	A	A
21	You can create more than one email account with same email id.	TRUE	FALSE			B	B
22	_____ are examples of E-Commerce sites.	Amazon	Flipkart	Snapdeal	All of these	D	D
23	Is it possible to reply to email, by clicking on reply button?	It is possible	It's not possible	Sometimes its possible	None of these	A	A
24	When the electric supply goes off _____ memory contents are lost.	RAM	ROM	Virtual	Digital	A	A
25	All web addresses start with _____	http://	smtp://	ftp://	html://	A	A