

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**GCC - TBC 30-WPM 18 Dec 2023 ENG 30-WPM BATCH-102**  
**PROVISIONAL ANSWER KEY**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	1024 Giga Byte = 1 _____	Kilo Byte	Tera Byte	Mega Byte	Zetta Byte	B
2	Ctrl + v = _____	Cut selected items	Copy selected items	Paste Copied or Cut items	Undo an action	C
3	Speed is one of the characteristics of computer	TRUE	FALSE			A
4	Website is collection of	HTML documents	Audio files	Video files	All of these	D
5	.txt is _____ file extension.	Word	Notepad	PowerPoint	Photoshop	B
6	Which of the following line spacing is invalid?	Single	Double	Triple	None of these	D
7	To create a new file click to the _____ option in file menu	Open	Save	Save As	New	D
8	The software used for the purpose of word processing is called as _____	Excel Processor	PowerPoint	Word Processor	Window	C
9	With the help of Bar we can make vertical line below tab marker	TRUE	FALSE			A
10	Grammatical mistakes identified with _____	Red lines	Red wave	Blue Wave	Green wave	D
11	There are maximum _____ sheets in the workbook	250	255	13	205	B
12	in MS Excel 2010 we find AutoSum button in _____ ?	File tab	View tab	Formulas tab	Review tab	C
13	By using _____ Option we get the Printouts.	Preview	Print	Page Layout	All of these	B
14	Addition of cells B4 & F7 can be done using _____ Formula	=B4*F7	=B4+F7	=B4@F7	=B4/F7	B
15	The TODAY() functions enters the _____	System Date and Time	System Time	System Date	System Day	C
16	The components of a slide are _____	Title	Content	Header	All of these	D
17	We can include a two content slide in _____	Access	PowerPoint	Word	Excel	B
18	In slide show which menu of the command is not available	Background	Custom Show	Hide slide	Set up show	A
19	You can see objects in big size using	Zoom In	Zoom Out	Size In	Size Out	A

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20	Shape Effect command is available in _____ group in PowerPoint	Font	Paragraph	Drawing	Editing	C
21	Internet Service Provider is the long form of ISP.	TRUE	FALSE			A
22	_____ is another format similar to PDF.	XML	XHTML	XPS	Xreader	C
23	DOS is an application software.	TRUE	FALSE			B
24	OS stands for _____	Organizational System	Operational System	Operating System	Operator System	C
25	Number of default web Browser is _____	Two	One	Three	Four	B