

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**GCC - TBC 30-WPM 19 Dec 2023 ENG 30-WPM BATCH-202**  
**PROVISIONAL ANSWER KEY**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Caps Lock on means-	All text capital	All text small	Only first character capital	Only first character small	A
2	_____ Are types of keyboard.	Ergonomic	Flexible	Wireless	All of these	D
3	"PARAM" is the _____ computer	Super	Micro	Mini	Mainframe	A
4	Linux is _____	OS	Application	Language	Program	A
5	Input and Output device perform same task.	TRUE	FALSE			B
6	We can't Insert Clipart Picture, Images in MS-Word 2010	TRUE	FALSE			B
7	Drop Caps are used in document for _____	To Drop all Capital letter	To Drop all paragraph	to make first initial letter large	None of these	C
8	We can't change the text direction in the table.	TRUE	FALSE			B
9	_____press when help dialog box is appear	F4	F3	F1	F2	C
10	ctrl+B is used in MS-Word for_____	Search the selected text	paste the selected text	open file	bold the selected text	D
11	New option is available in _____ Menu	Insert	File	View	Tools	B
12	Pressing Enter key cell moves to ---	Next row	Right	Left	Up	A
13	In Worksheet the Heading of last Column is XFD	TRUE	FALSE			A
14	Pie is one of the type of _____ in Excel.	Picture	Symbol	Chart	None of these	C
15	More than one selected _____ Group as called as Cell Range.	Row	Cells	Column	Table	B
16	WMF means _____	Windows Main File	Windows Metafile	Windows Map Frame	Window Main Frame	B
17	_____ is Power Point file extension.	.docx	.pptx	.mdb	.bmp	B
18	_____ tab is available only in PowerPoint.	Window	Slide Show	Format	Home	B

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**PROVISIONAL ANSWER KEY**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
19	Various Transition effect has been give in the Group _____	Animation	Design Themes	Transition to this slide	Background styles	C
20	We can insert our recorded voice in Slide Presentation	TRUE	FALSE			A
21	Virus is a _____	Compiler	Interpreter	Program	Language	C
22	Calculations are performed by _____	Memory Unit	Monitor	ALU	Keyboard	C
23	www.navy.mil is example of Military Website.	TRUE	FALSE			A
24	Internet Explorer is _____ type of software	Word Processor	Spreadsheet	Presentation Maker	Web Browser	D
25	Reply means respond to _____ Mail.	Forwarded Mails	Received Mails	Composed Mails	Deleted Mails	B