MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 20 Dec 2023 ENG 30-WPM BATCH-304
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	E-mail means electronic mail	TRUE	FALSE			A
2	_____ Keys are combination keys	Ctrl	Alt	Shift	All of these	D
3	Which of these is not type of domain code?	.org	.com	.jpg	.edu	C
4	Software includes _____	Programs	Languages	Packages	All of these	D
5	ALU Stand for _____	Arithmatic Logic Unit	Automatic Logic Unit	Automated Logic Unit	None of these	A
6	Use _____ short key for Redo command.	Ctrl + A	Ctrl + Z	Ctrl + Y	Ctrl + W	C
7	Ctrl + Z _____	Undo the last action	Redo the last action	add a new page	Paste	A
8	We can not get ready made pictures using clip art	TRUE	FALSE			B
9	The information which is given at the bottom of the page is called ____	End Note	Foot Note	Header	Footer	B
10	_____ alignment is default alignment for word document	Left	Right	Justify	center	A
11	Which a referred as a workbook in MS-Excel?	set of worksheets	set of numbers	set of documents	set of pictures	A
12	DB is financial function.	TRUE	FALSE			A
13	In a single worksheet we have _____ Columns	16384	15584	13384	12284	A
14	In MS Excel Page Break can be Viewed in _____	Normal	Page Break Preview	Print Back Preview	Form	B
15	Each Row in Excel has given one _____	Number	Character	Picture	Icon	A
16	We can see the object in big size using.................. command.	Zoom In	Zoom Out	Zoom Left	Zoom Right	A
17	In .... view you can rearrange the slides.	Slide Sorter View	Slide Master	Outline View	None of these	A
18	State.pptx file is .... type of file.	MS Word	MS Excel	MS PowerPoint	MS Access	C

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
19	.pptx extension is for _____ software files.	MS Excel	MS PowerPoint	MS Presenter	MS Word	B
20	You cannot do _____ using PowerPoint.	Data Analysis	Presentation	Animations	Audio Video	A
21	.Edu domain code is used to show ___ Site	Government	Commercial	Educational	Professional	C
22	Domain Code is the _____ Part of Email address	First	Second	Third	Last	D
23	It is possible to get infected by a virus via E-Mail	TRUE	FALSE			A
24	We could not attach the Signature in Email.	TRUE	FALSE			B
25	_____ Is a special function key available on the keyboard.	Pause	Tab	Esc	F10	D