

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 20 Dec 2023 ENG 30-WPM BATCH-305
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Ram stands for _____	Rapid Access Memory	Random Active Memory	Random Access Memory	None of these	C
2	.bmp is _____ file extension.	MS-paint	Photoshop	Coral draw	PageMaker	A
3	_____ Is not input devices	Mouse	Webcamera	Microphone	Headphone	D
4	Extension of excel file is _____	.Txt	.Pptx	.Docx	None of these	D
5	Alt & Ctrl keys are _____	Function keys	Option Keys	Combination Keys	All of these	C
6	In MS-Word Horizontal ruler helps us to _____	to set indents	to set tabs	to change page margins	All of these	D
7	For a going to specific page _____ is used	Go To	Move	Clear	Cut	A
8	We can search clip art category with _____ option	search for	text for	search	find	A
9	Formula bar is available in MS Word 2010.	TRUE	FALSE			B
10	How can you make the selected character superscripted?	Ctrl + =	Ctrl + Shift + =	Alt + Ctrl + Shift + =	None of these	B
11	In MS Excel 2010 , Workbook is a set of ?	worksheets	text files	images	documents	A
12	Only _____ is provided in chart Sheet type of Sheet.	Worksheet	Macro sheet	Graph	All of these	C
13	Shortcut key for Help in Excel is _____	F1	F2	F3	F4	A
14	Where you can specify border color in MS Excel 2010?	font group -> fill color	font group -> border	border group -> change color or option	None of these	B
15	Selected _____ in Worksheet is called as Active Cell.	Main Cell	Bordered Cell	Single Cell	None of these	C
16	The current slide no. can be seen on the _____ bar.	Title	Slider	Sorter	Status	D
17	Reset command is available in _____ group in PowerPoint.	Slides	Clipboard	Font	Paragraph	A
18	Logo can be added to a slide	TRUE	FALSE			A
19	Default name of presentation is _____	Document 1	Workbook 1	Presentation1	None of these	C

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20	Screenshot command is available in _____ tab in PowerPoint	Home	Insert	Transition	View	B
21	_____ Means respond to received mail.	Forward	Compose	Delete	Reply	D
22	The internet has enabled the following _____	Home banking	Video Conferencing	Distance learning	All of these	D
23	LCD stands for _____	Learning Curved Display	Liquid Crystal Display	Liquid Curve Display	None of these	B
24	1024 Megabytes make	10 Megabyte	1 Gigabyte	1 Terabyte	8 Bits	B
25	Pressing key F1 in Windows 7 will	Open Desktop	Display Help	Activate Taskbar	Close Window	B