

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**GCC - TBC 30-WPM 24 Dec 2023 ENG 30-WPM BATCH-402**  
**PROVISIONAL ANSWER KEY**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Accuracy is one of the characteristics of computer	TRUE	FALSE			A
2	HTML similar to	Scripting Language	Screen Editor	Word Processor	Search Engine	A
3	RAM is _____ memory.	Volatile Memory	ROM Memory	Cache Memory	Processing Device	A
4	Led stands for _____	Light Enrich Display	Light Emitting Diode	Light Emitting Display	None of these	B
5	Gb stands for _____	Groubyte	Groupbit	Gigabyte	Gigabits	C
6	A file which is open can be closed with the _____ command	open	delete	close	Esc	C
7	The term Word Processing means make some process on the _____	on menu	on text	on number	on symbol	B
8	Cut-Paste and Copy-Paste are the ..... processes.	different	same	change	None of these	A
9	Extension of MS-word 2010 file is _____	. wrd	. mbd	. docx	. xls	C
10	In _____ view automatic page break are displayed with dotted lines.	Outline	Draft	web Layout	Print Layout	B
11	In MS Excel 2010 how many types of sorting orientations you find ?	only one : top to bottom	two : top to bottom and left to right	three top to bottom, left to right, right to left	None of these	B
12	Which group allows you to apply border to cells in MS Excel 2010 ?	border group	editing group	font group	cells group	C
13	What is the symbol of AutoSum in MS Excel 2010 ?	*	greater than sign	plus sign	$\Sigma$	D
14	Selected Single cell in workbook is called as _____	Bordered Cell	Active Cell	Main cell	None of these	B
15	In Excel _____ is present by Default	Border	Gridline	Graph	Filter	B
16	ClipArt option is given in _____ Tab.	Edit	Insert	View	Window	B

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17	In MS-office applications presentation can only be created in PowerPoint.	TRUE	FALSE			A
18	Layout of the default presentation is _____	Two Content	Comparison	Title	Blank	C
19	_____ are transitions available in PowerPoint	Fade	Push	Wipe	All of these	D
20	You can create Database in MS PowerPoint	TRUE	FALSE			B
21	It is possible to reply received E-Mail.	TRUE	FALSE			A
22	Computers in a local area network are connected by String.	TRUE	FALSE			B
23	Commutation speed through e-mail is very slow.	TRUE	FALSE			B
24	The _____ in network is called as Server.	Client	PC	Leader	Main Computer	D
25	We can attach file to E-mail	TRUE	FALSE			A