

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**GCC - TBC 30-WPM 24 Dec 2023 ENG 30-WPM BATCH-404**  
**PROVISIONAL ANSWER KEY**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Rom stands for _____	Rapid Object Memory	Read Only Memory	Read Object Memory	None of these	B
2	Name forerunner of Internet	Microsoft	Google	ARPANET	NSFNET	C
3	LED means -	Light Emitting Diode	Light Emotion Diode	Little Emitting Diode	Life Emitting Diode	A
4	It is not possible make corrections using computers	TRUE	FALSE			B
5	Ctrl + P is used for	Open a File	Copy a file	Print a file	New File	C
6	_____ Is the shortcut key to "Center Align".	Ctrl + G	Ctrl + C	Ctrl + E	Ctrl + H	C
7	ctrl+v command used in word for _____	copy	Delete	Paste	Select all	C
8	Which command can be used to reach a specific page directly ?	Go To	Move	Clear	Cut	A
9	How to insert a Text Box in a document?	Insert - Tools-Text Box	Insert - Object-Text Box	Insert - Text Box	Insret - Text - Text Box	D
10	A selected text that is raised above the baseline is known as _____	Raised	Outlined	Capsript	Superscript	D
11	Each excel file is called as workbook because _____	it contains many sheets	it contains many text files	it contains many hyperlinks	None of these	A
12	_____ Types of orientation are available in Ms-Excel	3	2	4	5	B
13	We can add bullets before a list in a excel.	TRUE	FALSE			B
14	At the Left side of the Zoom Slider, we see _____ Bar	Scroll bar	Title Bar	Task Bar	Status Bar	D
15	Where we find the status bar in MS Excel 2010 ?	at the bottom of MS Excel window	at the left side of MS Excel window	at the top of MS Excel window	at the right side of MS Excel window	A
16	Header and Footer Option is given in ..... Tab.	Edit	Insert	View	Window	B

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17	Maximum zoom available in PowerPoint is ?	100	200	400	800	C
18	In PowerPoint font color is inside _____ group in home tab	Timing	Font	Presentati on Views	Page setup	B
19	From which tab we can insert a video?	Home	Insert	Review	View	B
20	In ..... we can see all the slides in the presentation file in thumbnail view.	Outline Pane	Slides Pane	Notes page	Slide Sorter	B
21	Memory management is performed by _____	Compiler	Operating System	Interpreter	Virus	B
22	_____ is acronym for the address webpage.	LOC	IPSA	VRL	URL	D
23	PDF file format was invented by _____	Microsoft	Adobe	Google	Yahoo	B
24	Computer does not have _____	Accuracy	Speed	Diligence	Emotions	D
25	The main screen of Windows 7 is called as _____	Task Bar	Address Bar	Desktop	Pop Up	C