MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 30 Dec 2023 ENG 30-WPM BATCH-905
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	In Email BCC means	Black copy case	Black carbon copy	Blind carbon copy	None of these	C
2	1024 gb = _____	1 Kb	1 Mb	1 Gb	1 Tb	D
3	What is the use of ENTER key?	Cancel Command	Apply Command	Erase Command	Delete Command	B
4	Control Unit of part of CPU.	TRUE	FALSE			A
5	Which of the following options are available in Email?	Inbox	sent	Spam	All of these	D
6	We can see the object in big size using____command	Zoom out	Zoom In	Zoom left	Zoom right	B
7	Ctrl + J is used for _____	Align Justify	Insert Hyperlink	Search	Print	A
8	Ctrl+___ is used for Left Align	A	L	C	D	B
9	Ctrl+J shortcut key used for_____in MS Word 2010.	justify align	Center Alignment	left align	no Alignment	A
10	Text Typed in box in Word is called_____	Text Box	Frame	Hanger	None of these	A
11	_____ Can be used for different mathematical calculations in Excel.	Autofill	Text	Mid	Formula	D
12	For Normal Arial Font, Row height is ____ points by default	10	11	15	14	C
13	Fill Command is provided in _____Tab	Home	Tools	File	Format	A
14	Each row in Excel has given one _____	Number	Character	Picture	Icon	A
15	Which is a function in MS Excel 2010 ?	sum()	avg()	total()	add()	A
16	In PowerPoint translate tool is available under _____ribbon.	Insert	Animations	View	Review	D
17	Which is default view in Power Point?	Normal	Notes Page	Slide Sorter	Outline	A
18	In _____ view at a time only one slide is shown.	Normal	Reading	Outline	Notes	A
19	In PowerPoint default view is _____	Slide Show	Slide Sorter	Normal	Notes Pages	C
20	We can include a title and content slide in _____	Access	Word	PowerPoint	Excel	C

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
21	25MB attachment can be send through ____	Gmail	Google	Word	PowerPoint	A
22	MIME means ___	Multi Inner Mail Extension	Multipurpose Internet Mail Extension	Multiuse Inner Mail Extension	None of these	B
23	1024 kilobytes make _____	1 Megabyte	1 Gigabyte	1 Terabyte	8 Bits	A
24	Unrequested or unsolicited E-Mail is referred as _____	Received Mails	Sent Mails	Trashed Mails	Spams	D
25	We can only read the information stored into ROM	TRUE	FALSE			A