

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC-TBC 19 Dec 2023 GCC-TBC ENG-40-WPM BATCH-201
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	1024 GB = _____	1 PB	1 ZB	1 YB	1 TB	D
2	1 GB = _____	1000 MB	1024 ZB	1024 MB	1024 TB	C
3	_____ device is used to get the output on paper.	Mouse	Monitor	Printer	Modem	C
4	The main Computer of the Network is called?	Client	Router	Modem	Server	D
5	Mouse is _____ type of device.	Input	Output	Memory	All of these	A
6	"Line tool" button is in the _____ option of Insert Tab.	Standard	Formattin g	Status	Shape	D
7	_____ is containing of Rows and Columns.	Text Box	Rectangle	Borders	Table	D
8	_____ is used to magnify the data	Zoom	Resize	Font style	View	A
9	_____ means distance between 'Text Matter' and 'Page margins'.	Indent	Margin	Gap	Gutter	A
10	By using Font Dialog Box - Advanced Tab we can set the following options?	Scale	Spacing	Position	All of these	D
11	To open the format cells dialog box press _____	Ctrl+1	Ctrl +2	Ctrl+5	Ctrl+Alt	A
12 type of sheet contains only graph.	Workshee t	Chartshee t	Macroshe et	None of these	B
13	Text orientation option is used to rotate text matter in the cell.	TRUE	FALSE			A
14	Used Shift+Down Arrow key combine _____	Select Down cell range	Select Up Cell range	Select Right Cell Range	Select Left Cell Range	A
15	'Pivot table' is used to summarize data.	TRUE	FALSE			A
16	In PageMaker, font option is available _____ on menu bar.	Type	File	View	Element	A
17	The name of file open in PageMaker will be displayed on _____ bar	Menu	Title	Tool	None of these	B
18	We can set the zoom of the presentation with the help of Print Slider	TRUE	FALSE			B

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19	If the current slide gets full then new slide has to be inserted _____	Manually	Automatically	Directly	None of these	A
20	Themes command is available in _____ tab in PowerPoint	Design	Insert	Transition	View	A
21	_____ is a type of Anti-Virus	MS-Word	MS-excel	Quick heal	Notepad	C
22	olx, quickr, amazon is example of _____	E-Drive	E-Mail	E-Commerce	None of these	C
23	What software allows you to view internet sites?	Outlook	In look	File Explorer	Internet Browser	D
24	Emails sent to other accounts are shown in _____ menu.	Inbox	Spam	Sent Item	Trash	C
25	A letter of memo sent to a person or group on the internet _____	Gmail	Hotmail	Yahoo mail	All of these	D