

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC-TBC 19 Dec 2023 GCC-TBC ENG-40-WPM BATCH-204
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Windows 7 is Multiuser Operating System.	TRUE	FALSE			A
2	CD means _____	Circular Disk	Compact Drive	Circular Drive	Compact Disc	D
3	HTTP means Hyper Teratory Transfer Post.	TRUE	FALSE			B
4	_____ is an email server developed by Microsoft company.	Hotmail	Yahoo mail	Gmail	None of these	A
5	File storage on _____ can be erased or modified.	CD-R	DVD-RW	DVD-ROM	None of these	B
6	To create and print Labels Tool is used	Home --> Labels	Insert --> Labels	Mailing --> Labels	Review --> Labels	C
7	_____ enables to send same letter to many recipients	Letter	Mail Merge	Data	Merge	B
8	_____ is shortcut key is used to paste	Ctrl+P	Ctrl+F	Ctrl+S	Ctrl+V	D
9	_____ make it easy to sort ,filter and format data within the sheet	Data	Table	Information	Text	B
10	Which of the following keys is used to remove one letter immediately at the back of cursor.	Delete key	Insert Key	End key	Backspace Key	D
11	After applying filter in MS-Excel, records remain hidden permanently.	TRUE	FALSE			B
12	In a workbook default sheet names are displayed on	Sheet panes	Sheet cells	Sheet Tab	Sheet Templates	C
13	_____ function checks negative condition.	AND	OR	NOT	SUM	C
14	Type the formula into the cell B11 sum(B1:B10)_____ Answer we get.	sum(B1:B10)	Calculation B1 to B10	Subtraction of B1to B10	Multiplication B1to B10	A
15	To select an entire row, we should click on row number.	TRUE	FALSE			A
16	In PageMaker, Which tool is used to scroll the page.	Hand Tool	Constrained Tool	Zoom tool	select tool	A
17	To show/hide the Tools box _____ menu is used	File	Window	Edit	Element	B
18	What is present at the left side in PageMaker window?	Tool Box	Tool bar	Menu bar	Command bar	A

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19	Closing and existing in PowerPoint are same	TRUE	FALSE			B
20	In PowerPoint, it is not possible to change background of only one slide	TRUE	FALSE			B
21	A collection of files and sub folders is called as _____	File	Folder	Subfolder	My Files	B
22	Internet is _____ type of network.	LAN	MAN	WAN	VSNL	C
23	An email program's can stored Email addresses in _____	Inbox	Address Book	Close	Outbox	B
24	Which of the following is type of DVD?	CD-ROM	CD-R	DVD-ROM	CD-RW	C
25	Software such as internet explorer and Firefox, are referred as _____	Spreadsheet	Browser	Document Viewer	Clipboard	B