

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC-TBC 20 Dec 2023 GCC-TBC ENG-40-WPM BATCH-302
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	_____ is used in banks for cheque number printing	Voice	Light	MICR	Bar Code	C
2	_____ is unit of computer memory.	cm	mm	bit	None of these	C
3	It finds or searches webpages on any subject?	Search Engine	Player	Spooler	Non of above	A
4	Arithmetic means _____	Addition	Subtraction	Multiplication	All of these	D
5	Photo conductor is used in _____ input device	Light Mouse	Light Pen	Bar Code	None of these	C
6	In Ms- Word which shortcut key is used to make text Italic.	Ctrl + U	Ctrl + I	Ctrl + B	None of these	B
7	_____ is the shortcut-key for manual line break.	Save and Print the Document	Save and Close Word Application	Close document	Without Save, Close Document	C
8	Envelop can create and print by using _____ tab	File	Mailing	Insert	Home	B
9	_____ option is used to get reference of specific place in Document.	Bookmark	footnote	Caption	Field	A
10	_____ apperas ghosted text behind the main body text	Highlighter	Selector	Watermark	Image	C
11	From the following functions, _____ is not from Lookup category.	AND	VLookup	Hlookup	Match	A
12	Cell value typed in selected cell displayed in _____	Status Bar	Formula Bar	Title Bar	None of these	B
13	A group of more than one selected cells is known as _____	Cell Range	Row	Column	Table	A
14	From the following functions _____ is a Logical function.	AND	OR	NOT	All of these	B
15	With _____ Function, current System Date gets inserted in cell	=Date()	=Setdate()	=Currentdate()	=Today()	D
16	In PageMaker _____ tool is used to draw lines.	Line	Straight Line	Rectangle	Polygon	A

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC-TBC 20 Dec 2023 GCC-TBC ENG-40-WPM BATCH-302
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
17	In PowerPoint, Curve is drawn by using	Home tab-Drawing option	Home tab-style option	Home tab-style option	None of these	A
18	In PageMaker, Which tool is used to rotate the object and image	Rotation	Text	Line	Crop	A
19	Changes made in _____ are applied to all the slides.	Main slide	First Slide	Slide Master	Last Slide	C
20	In PageMaker Text tool is used for rotating objects.	TRUE	FALSE			B
21	DVD stands for _____	Compact Disk Recordable	Compact Disk Rewritable	Digital Versatile Disk	Data Versatile Disk	C
22	12 bits = 1 bytes	TRUE	FALSE			B
23	To create a Gmail account you need to click on _____ Button.	Create a account	Start account	Make a account	Copy Account	A
24	It is possible to add signature in email	TRUE	FALSE			A
25	The communication language of Computer is in the form of	Analog Signals	Digital Signals	Bandwidth	None of these	B