

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC-TBC 20 Dec 2023 GCC-TBC ENG-40-WPM BATCH-303
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	File storage on _____ cannot be erased or modified.	CD-RW	DVD-RW	DVD-ROM	None of these	C
2	Touch screen and Touch pen are same.	TRUE	FALSE			B
3	One Byte is a group of _____ bits.	2	4	8	16	C
4	_____ is not output device.	Light Pen	Projector	Hdtv	Plotter	A
5	1024 pb = _____	1 ZB	1 GB	1 EB	1 TB	C
6 can be used to set margins and indents in Document.	Title Bar	Status Bar	Ruler line	Status line	C
7	We add comment in Ms-word	TRUE	FALSE			A
8	In MS-Word, we can use bookmarks, Footnote, Endnote.	TRUE	FALSE			A
9	In Home Tab - group, there are various types of Font Colors.	Mail-Merge	Font	Print	Save As	B
10	We can add callouts from _____ option	Insert	Page Layout	View	Shapes	D
11	Which function in MS Excel 2010 will add the numbers from given cells ?	add()	sum()	total()	count()	B
12	_____ is used for storing the chart in MS-Excel.	Table	functions	Chart sheet	Formulae	C
13	By default, _____ protection is given by Excel to all cells.	Grouped	Ungrouped	Free	Locked	D
14	The category of the function ODD() is	Logical	Finance	Math & Trig	Date and Time	C
15	MS-Excel file is known as workbook.	TRUE	FALSE			A
16	In PageMaker DPI means	Dot per in	Dot per square Inch	Dot page inch	None of these	B
17	Use F5 function key for slide show	TRUE	FALSE			A
18	Which menu in Page Maker contains the zoom option?	file	view	utilities	None of these	B
19	Which application software is used to create slideshow?	MS-PowerPoint	MS- Word	MS- Access	MS-Excel	A
20	In PageMaker, to draw line tool is used.	Circle	Ellipse	Rectangle	Line	D

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21	Attachment buttons show _____ icon on it.	M Pin	U pin	N pin	W Pin	B
22	To send e-mail to a person we must have email account.	TRUE	FALSE			A
23	_____ Is standard Internet Protocol.	IPX	SPX	TCP / IP	ITC	C
24	Gopher is an internet _____	Web Browser	System Software	Search tool	None of these	C
25	_____ Cables are more safe than coaxial cables.	Fiber-Optic	Twisted optics	Shield Twisted optics	None of these	A