

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC-TBC 20 Dec 2023 GCC-TBC ENG-40-WPM BATCH-304
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	What is Getting Information by opening different Websites?	Sorting	Spooling	Browsing	Downloading	C
2	Sent emails can be viewed through _____	Inbox	Outbox	Sent mail	Trash	C
3	PC stands for.	PARALLEL COMPUTING	PERSONAL COMPUTER	POST COMPUTING	PROFESSIONAL COMPUTING	B
4	In _____ we can define Subject of Email.	Forward	BCC	CC	Subject	D
5	_____ system recognizes commands given by speech	Voice	Light	MICR	Bar Code	A
6	After double clicking on Header and Footer we can edit it.	TRUE	FALSE			A
7	Total number of pages in Current document is shown on _____	Scroll bar	Formula bar	Status bar	Quick Access Tool bar	C
8	_____ tab is used for mail merge	Data	Mailing	Review	View	B
9	The maximum no. of character in file name is _____	256	100	500	10	A
10	We cannot delete table in Ms-Word	TRUE	FALSE			B
11	Row are label as _____	1,2,3,4,.....	I,II,III,.....	A,B,C,D,.....	a,b,c,d,.....	A
12	Data Table has _____ types.	1	2	3	4	B
13	Which options are available under merge & center in MS Excel 2010 ?	merge & center	unmerge cells	merge across	All of these	D
14	In the formula Lookup("Mar",A2:A5,C2:C5), 'A2:A5' is _____	Lookup Value	LookUp Vector Column	Result Vector	Match Type	B
15	What can be used for different mathematical calculations in MS Excel 2010 ?	autofill	filter	freeze	formula	D
16	To move polygon mouse should be _____	dragged	right click	left click	double click	A
17	In PowerPoint, we can add slides by using _____ option	Insert slide	Add slide	New slide	NO	C

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18	In PageMaker Polygon tool can draw polygon of maximum 100 slides	TRUE	FALSE			A
19	_____ is size of on screen show.	4 : 3	16 : 9	16 : 10	All of these	D
20	In PageMaker, _____ tool is used to draw polygons.	Line tool	Polygon tool	select tool	Rotate tool	B
21	The speed of reading and writing on _____ disk is high.	CD	DVD	Hard disk	Pendrive	C
22	_____ are font formatting's	Bold	Italic	Underline	All of these	D
23	shortcut key to open start menu is _____	Ctrl	Alt+A	Windows logo icon	Tab	C
24	To rename any selected folder _____ shortcut key is used.	F2	Ctrl+A	Ctrl+C	F1	A
25	CD-RW stands for _____	Data Versatile Disk Recordable	Data Versatile Disk Rewritable	Compact Disk Recordable	Compact Disk Rewritable	D