**MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE**
**OBJECTIVE QUESTION**
**GCC-TBC 24 Dec 2023 GCC-TBC ENG-40-WPM BATCH-402**
**PROVISIONAL ANSWER KEY**

| Sr.No | Question | Option A | Option B | Option C | Option D | Provisional Answer |
|---|---|---|---|---|---|---|
| 1 | _____ printer is impact printer | character | laser | inkjet | All of these | A |
| 2 | Network of Network is known as . | Internet | Network | Lan | Server | A |
| 3 | 1 Tera Byte = 1024 _____ | Mega Byte | Giga Byte | Yotta Byte | None of these | B |
| 4 | 1024 Exa Byte = 1 ____ | Tera Byte | Zetta Byte | Exa Byte | None of these | B |
| 5 | CD is Primary Memory | TRUE | FALSE | | | B |
| 6 | We can add the shapes from_____ menu | File | Home | Insert | Review | C |
| 7 | _____ option is used to send your saved document | Save | Send | File | Open | C |
| 8 | we can't add watermark in Ms-word | TRUE | FALSE | | | B |
| 9 | Increase indent button is given in _____ Group of Home Tab. | Standard | Paragraph | Status | Drawing | B |
| 10 | In Ms- Word View Tab contains _____ | Print Layout | Full Screen Reading | Web Layout | All of these | D |
| 11 | Microsoft Excel is a powerful _____ | Spreadsheet Package | Word Processor | Designing Software | Presentation Maker | A |
| 12 | To protect active / selected sheet _____ command is used. | Review Tab-Protect Sheet | Data Tab - Protect sheet | Insert Tab-Protect Sheet | None of these | A |
| 13 | This facilities is available in Excel. | Mail Merge | Print Layout View | Page Cover | Format Painter | D |
| 14 | Match Type is a numeric form in_____ function. | Position | Match | Catch | Watch | B |
| 15 | In VLOOKUP/HLOOKUP, 0 parameter means _____ match. | maximum | Minimum | Exact | Approximate | C |
| 16 | WMF means Windows Metafile | TRUE | FALSE | | | A |
| 17 | To begin slide show from beginning Command is used in the _____ | slide show tab | Home Tab | View Tab | Slide Animation | A |
| 18 | In PageMaker, _____command is used to view the slides in a small size | Size In | Size Out | Zoom Out | Zoom In | C |

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|---|---|---|---|---|---|---|
| 19 | PageMaker software developed by _____ company. | Microsoft | Adobe | IBM | None of these | B |
| 20 | In PageMaker _____ tool is used to draw Polygon. | Line | Straight Line | Rectangle | Polygon | D |
| 21 | To use Internet on computer we need ____ | Pen Drive | DVD Drive | CD Drive | Modem | D |
| 22 | _____ is opening, copying and deleting files and folders etc. | Memory Management | File Management | Hardware Management | None of these | B |
| 23 | _____ is a memory device. | Printer | RAM | Motherboard | Microprocessor | B |
| 24 | Transferring files from one place to another means_____ | Copy file | Move file | Rename file | delete file | B |
| 25 | The speed of dot matrix printer is _____ characters per second. | 1 to 2 | 10 to 20 | 30 to 40 | 80 to 120 | D |