

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC-TBC 24 Dec 2023 GCC-TBC ENG-40-WPM BATCH-404
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	The default extension for Ms-Paint file is _____	.bmp	.txt	.doc	.xls	A
2	Type of printers are _____	Thermal Printer	Plotter	Inkjet	All of these	D
3	What is UBE?	Unity Business Message	United Bulk Mail	Unlimited Business Mail	Unsolicited Bulk Mail	D
4	_____ is a one of the type of CD.	CD-R	CD-M	CD-W	CD-A	A
5	PC is sub-type of _____ computer.	Mini	Micro	Super	Mainframe	B
6	To avoid the overlapped picture to another picture _____ is used	Backward	Send to back	Unoverlap	None of these	A
7	Default file name of ms-word is _____	Document	Book	Presentation	Database	A
8	What are inserted as cross-reference in MS - Word?	Placeholders	Bookmarks	Objects	Word fields	B
9	Microsoft word template files have _____ extension	.docx	.dotx	.doc	.tdoc	B
10	You can Insert Caption to figure from _____ Tab	Insert	Review	Reference	add-Ins	C
11	You can remove comments inserted in a cell in MS Excel 2010 .	TRUE	FALSE			A
12	Delete sheet Command is given in _____ tab.	Tools	Home	View	File	B
13	Sort and Filter commands in Home Tab are also available in _____ Tab.	Insert	Page Layout	Data	View	C
14	Sorting data in a to z series in MS Excel 2010 means sorting in _____	ascending order	horizontal	descending	All of these	A
15	In VLOOKUP/HLOOKUP, _____ parameter means approximate match.	0	2	10	1	D
16	A new presentation can be created from _____	Blank Presentation	From Existing Presentation	From Design Template	All of these	D
17	In PageMaker zoom tool is used to _____ document.	Hand	zoom	Rectangle	Polygon	B

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18	Slide show menu bar is present only in PowerPoint Application.	TRUE	FALSE			A
19	In PowerPoint , we insert table in slides using _____option.	Insert-table	Insert - slide-table	Insert-table-slide	None of these	A
20	Which of the following is not a palette in PageMaker?	Style Sheets	Control	Colors	Document Layout	D
21	To move cursor here and there _____ keys are used.	Tab	Enter	Arrow key	F1	C
22	You cannot rename a file or folder	TRUE	FALSE			B
23	For _____ process microprocessors are used.	Arithmetic & logical	Virtual	Binary	Secondary	A
24	In Computer Email is a way of _____ messages.	Copying	Sending	Delete	Downloading	B
25	_____ are examples of email service provider.	google	hotmail	yahoo	All of these	D