MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC-TBC 30 Dec 2023 GCC-TBC ENG-40-WPM BATCH-902
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	CD is used to store _____	Audio file	Video file	Data file	All of these	D
2	Which of the following is NOT an Input device?	Fingerprint Scanner	Passbook printer	Digital Signature Pad	Retina Scanner	B
3	_____ is not input devices.	Joystick	Bar Code Reader	plotter	Joystick	C
4	Electron gun sensor is used in _____ input device	Light Mouse	Light Pen	Touch Pen	None of these	B
5	Control unit controls _____	Input	Output	Processing	All of these	D
6	We can break page using _____ option	Break	Page Break	Setup	View	B
7	You can group the different objects	TRUE	FALSE			A
8	We can create Cover page in Ms-word	TRUE	FALSE			A
9	Using Word processor we can create _____ type file	Database	Document	Presentation	Worksheet	B
10	We can add Header and Footer from _____ tab	File	Page Layout	Insert	Review	C
11	_____ Is use to Find Cell data.	Ctrl+K	Ctrl+F	Ctrl+S	Ctrl+X	B
12	The Default page Orientation in Excel is _____	Horizontal	Landscape	Portrait	Vertical	C
13	Exel is not generally used for data analysis in offices.	TRUE	FALSE			B
14	The Cell labeled F5 refers to _____	Column F Row 5	Column 5 Row F	Column F5	Row F5	A
15	_____Function converts the number into nearest integer.	Round()	Min()	if()	int()	D
16	In PageMaker , to resize objects _____ is used.	Crop Tool	Handles	Text	None of these	B
17	The largest font size in PageMaker is:	650	72	823	1200	A
18	In PowerPoint, we can insert our own recorded voice	TRUE	FALSE			A
19	In PowerPoint, which process display all slides one after another?	Slide show	design	picture show	transition	A
20	Exiting and _____ in PowerPoint are same	Alt + F2	Ctrl + F4	Alt + F4	Shift + F4	C

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21	Spam is location where all the unwanted mails are presents	TRUE	FALSE			A
22	You can take a soft copy of your data using _____	CPU	ALU	Printout	Pen Drive	D
23	Which of the following are types of CD?	CD-ROM	CD-R	CD-RW	All of these	D
24	Hard Disk is _____ type of memory	Primary	Secondary	Virtual	Cache	B
25	MICR stands for _____ Ink Character Reader.	Magnetic	Matrix	Machine	Multimedia	A