

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC-TBC 30 Dec 2023 GCC-TBC ENG-40-WPM BATCH-903
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Audio file can be played in _____ program.	media player	paint	corel	ms-word	A
2	How viruses spread Using _____	CD	Floppy	Pen Drive	All of these	D
3	_____ device is known as a brain of computer.	Input Unit	Output Unit	CPU	All of these	C
4	Facebook is developed by _____	Mark Ronald	Michell Angelo	Mark Spencer	Mark Zukerberg	D
5	Internet Explorer is web browser type software.	TRUE	FALSE			A
6	Ctrl+_____ is used for Double Line Spacing	2	3	4	5	A
7	To draw the connector lines _____ is used	Insert	Shapes	Data	Review	B
8	To insert Hyperlink _____ shortcut key is used	Ctrl+H	Ctrl+K	Ctrl+I	Ctrl+L	B
9	In Ms-Word , we can't use bookmarks, footnote.	TRUE	FALSE			B
10	You can apply the background color to page using _____ option	Background	Page color	color	Page	B
11	Name box in a worksheet contains cell address of the selected cell	TRUE	FALSE			A
12 are nothing but predefined formula in Excel.	Programs	Value	Figures	Functions	D
13	_____ is NOT valid numeric form in Match function of MS-Excel.	Match Type(10)	Match Type(0)	Match Type(1)	Match Type(-1)	A
14	= LEN() is used to find the length of the string.	TRUE	FALSE			A
15	By using _____ command selected cell range can be named with different name.	Formula Tab - Name Manager	Data Tab - Filter	Insert Tab - Name Manager	None of these	A
16	In PowerPoint, audio files can be inserted using _____ option	sound	picture	image	video	A
17	In PageMaker, Which command is used to view the slides in a large size	Zoom In	Maximum	Zoom Out	None of these	A
18	In _____ we can do Rehearsal of the time required for each slide.	Set Up Show	Rehearse Timings	Slide Transition	Custom Animation	B

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC-TBC 30 Dec 2023 GCC-TBC ENG-40-WPM BATCH-903
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
19	The name of file open in PageMaker will be displayed on Title bar	TRUE	FALSE			A
20	In PageMaker Image command is available in _____ menu	Element	View	File	Type	A
21	Internet is owned by some person / organization.	TRUE	FALSE			B
22	8 bits it is equal to _____ byte.	1 Byte	1024 Bytes	4 Bytes	1 Kilobytes	A
23	VDU stands for _____ display unit.	Visual	Virtual	Vital	None of these	A
24	_____ Can be used to send and receive messages.	Word Processor	Image editor	E-mail	Windows	C
25	.bmp type of file can be created using _____	Notepad	MS-Word	MS-Excel	MS-Paint	D