MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 30 - WPM 06-07-2024 ENGLISH 30 - WPM BATCH - 701
FINAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer	Final Answer
1	CD Stands for _____	Compact Disk	Compact Drive	Circular Disk	Circular Drive	A	A
2	Caps Lock on means-	All text capital	All text small	Only first character capital	Only first character small	A	A
3	_____ Is storage device	Mouse	Pen Drive	Scanner	Keyboard	B	B
4	WWW stands for _____	World Wise Web	World wise work	World Wide Web	World wide Work	C	C
5	The internet is a system of _____	Software	Hardware	Interconnected network of computers	None of these	C	C
6	Press___key to close current paragraph	Tab	Esc	Enter	Delete	C	C
7	In MS-Word 2010 how many change case options are available?	2	3	4	5	D	D
8	In MS Word, What Ribbon will you find where you can add a chart ?	View	Reference	Insert	Page Layout	C	C
9	We can change header and footer by_____	File Menu	Data Tab	Insert Tab	Page layout tab	C	C
10	The key F12 opens for _____	Save As dialog box	Open dialog box	Save dialog box	Close dialog box	A	A
11	In MS-EXCEl _____ type of file can be created	Workbook	Document	Presentation	Project	A	A
12	The option of increase Font is available in _____	Font size	View	Page Layout	Home	A	A
13	Which is not a chart type is not available in MS Excel 2010 ?	Radium	pie	doughnut	Scatter	A	A
14	Where you find the group scale to fit in MS Excel 2010 ?	file menu	print option in file menu	page layout tab	view tab	C	C
15	Where we find sheet tab scroll buttons in MS Excel 2010?	Left-top corner	right - top corner	Bottom - left corner	Bottom -right corner	C	C
16	There are _____ types of Master available in PowerPoint	1	2	3	4	C	C
17	Reading view can be accessed from which tab?	Insert	File	Edit	View	D	D
18	Notes Page view is used to _____	Prepares Speaker note for the audience.	The Slides as a small version on a single.	The content of your presentation	Work on a single slide at a time.	A	A
19	MS-PowerPoint is useful for _____	Teaching	Marketing	Animation	All of these	D	D

20	In order to edit a chart you can _____	triple click on chart	click and drag a chart	double click the chart	drag the chart	C	C
21	Reply means respond to _____ Mail.	Forwarded Mails	Received Mails	Composed Mails	Deleted Mails	B	B
22	1024 kilobytes make _____	1 Megabyte	1 Gigabyte	1 Terabyte	8 Bits	A	A
23	BCC Means Blank Carbon Copy	TRUE	FALSE			B	B
24	In Windows 7, F5 key is used to display help.	TRUE	FALSE			B	B
25	TIFF stands for_____	Tag Image File Format	Text and Image File Format	Tool and Image File Format	Text Interchange File Format	A	A