

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**GCC - TBC 30 - WPM 06-07-2024 ENGLISH 30 - WPM BATCH - 702**  
**FINAL ANSWER KEY**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer	Final Answer
1	Scanner is _____ device.	Input	Output	Multifunction	None of these	A	A
2	ROM Memory is permanent Memory.	TRUE	FALSE			A	A
3	RAM Memory is permanent Memory.	TRUE	FALSE			B	B
4	RAM is Non Volatile Memory	TRUE	FALSE			B	B
5	PDF Stands for _____	Portable Document Format	Print Document Format	Portable Document File	Portable Data Format	A	A
6	Ctrl + J is used for _____	Align Justify	Insert Hyperlink	Search	Print	A	A
7	The option of increase font is available in _____	View As	page layout	Review	font size	D	D
8	Ctrl + R is used for _____	Re-Open the last closed document	Re-Print the last printed page	Re-Apply the last paragraph formatting	Right align the selected Paragraph	D	D
9	In MS-Word 2010 _____ is not a alignment.	Left	Right	Bottom	Justify	C	C
10	The _____ following command is not available in View Tab.	Ruler	Bold	Gridlines	Zoom	B	B
11	What we call to inbuilt formula in MS Excel 2010 ?	program	value	function	figures	C	C
12	What is the default date format in MS Excel 2010 ?	mm-dd-yy	dd-mm-yy	yy-mm-dd	dd-yy-mm	A	A
13	What is minimum possible zoom % in MS Excel 2010 ?	10	20	400	500	A	A
14	It is not possible to insert a column in the workarea.	TRUE	FALSE			B	B
15	in MS Excel 2010 we find AutoSum button in _____ ?	File tab	View tab	Formulas tab	Review tab	C	C
16	How can you insert bar graph in a presentation?	Insert=> Chart => Bar	Insert=>Image	Edit=>Image	Edit=>Chart	A	A
17	All commands are available in _____ in PowerPoint	Status Bar	Ribbons	Title Bar	None of these	B	B
18	_____ shows slides in full screen	Zoom	Show	Slide Show	All of these	C	C
19	_____ is Power Point file extention.	.docx	.pptx	.mdb	.bmp	B	B
20	_____ view is useful to create a slide	Outline	Normal	Print Layout	None of these	B	B

21	Data is _____ To convert into information.	processed	compiled	interpreted	projected	A	A
22	We can send one E-Mail to many addresses	TRUE	FALSE			A	A
23	_____ are also called as personal computers.	Super Computers	Mainframe Computers	Mini Computers	Micro Computers	D	D
24	With the help of _____ We connect computer and telephone	Google	Modem	Browserr	Gmail Account	B	B
25	___ is the short form of Weblog	WB	WL	Blog	None of these	C	C