

**MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE**  
**OBJECTIVE QUESTION**  
**GCC - TBC 40 - WPM 10-06-2024 ENGLISH 40 - WPM BATCH - 103**  
**FINAL ANSWER KEY**

| Sr. No | Question   | Option A       | Option B        | Option C     | Option D             | Provisional Answer | Final Answer |
|--------|--|----------------|-----------------|--------------|----------------------|--------------------|--------------|
| 1      | Sd in memory card stands for _____   | Safe Disk      | Secure Digital  | Safe Digital | None of these        | B                  | B            |
| 2      | _____ Is not input devices   | Mouse          | Webcamera       | Microphone   | Headphone            | D                  | D            |
| 3      | URL stands for Uniform Resource Location.  | TRUE           | FALSE           |              |                      | B                  | B            |
| 4      | 64-bit Microprocessor can access _____ bytes at a time.                              | 2              | 16              | 64           | 8                    | D                  | D            |
| 5      | In Gmail the maximum size of an attachment which is sent on email is _____           | 25MB           | 10MB            | 5MB          | 20MB                 | A                  | A            |
| 6      | In Mailings Tab, ..... option can be used to create new list of contacts.            | Address        | Letter          | New List     | None of these        | C                  | C            |
| 7      | We cannot create Presentation Slides in Ms-Word.                                     | TRUE           | FALSE           |              |                      | A                  | A            |
| 8      | Thesaurus tool in Ms-Word is used for .....  | Grammar option | Cross-Reference | Data         | Spelling suggestions | D                  | #            |
| 9      | _____ cancels command given earlier  | Repeat         | Redo            | Undo         | Cancel               | C                  | C            |
| 10     | Formula always start with the _____ sign   | (=)            | (+)             | (\$)         | (*)                  | A                  | A            |
| 11     | ..... function returns the position in a cell range given to a value.                | VLookup        | Hlookup         | Lookup       | Match                | D                  | D            |
| 12     | In excel to perform mathematical operations _____ can be used.                       | Autofill       | Text            | Mid          | Formula              | D                  | D            |
| 13     | To print a sheet used ..... command  | Ctrl+P         | Alt+P           | Alt+Ctrl+P   | Shift + Ctrl+P       | A                  | A            |
| 14     | In MS-Excel, we can define new name for the selected _____ range using name manager. | Table          | Vale            | Cell         | Formula              | C                  | C            |

|    |   |                |                   |                        |               |   |   |
|----|---|----------------|-------------------|------------------------|---------------|---|---|
| 15 | Addition of cells B4 & F7 can be done using _____ Formula                   | =B4*F7         | =B4+F7            | =B4@F7                 | =B4/F7        | B | B |
| 16 | You can create video of PowerPoint presentation using save and send option. | TRUE           | FALSE             |                        |               | A | A |
| 17 | In PowerPoint we can insert _____ to illustrate and compare data.           | Clip Art       | Chart             | Illustration           | Data          | B | B |
| 18 | In _____ view sequence of matter can be changed by selecting the slide.     | Outline        | Normal            | Notes Page             | Slide sorter  | A | A |
| 19 | To set timing for the slides for slide show _____ facility can be used.     | Slide show     | Custom show       | Rehearse Timing        | Set Time      | C | C |
| 20 | To insert clipart on a slide we use _____ command in Insert Tab             | Picture        | ClipArt           | Shapes                 | Chart         | B | B |
| 21 | The software that finds documents for us on the web using keywords _____    | Spider         | Search Engine     | Document Search        | Browsers      | B | B |
| 22 | Is it possible to forward email, by clicking on compose button?             | It is possible | It's not possible | Sometimes its possible | None of these | B | B |
| 23 | .bmp type of file can be created using _____                                | Notepad        | MS-Word           | MS-Excel               | MS-Paint      | D | D |
| 24 | From _____ We can recover E-Mail, those are deleted from inbox.             | Outbox         | Drafts            | Trash                  | Spams         | C | C |
| 25 | It is possible to recover emails deleted from trash.                        | TRUE           | FALSE             |                        |               | A | A |