

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 40 - WPM 12-06-2024 ENGLISH 40 - WPM BATCH - 301
FINAL ANSWER KEY

Sr. No	Question	Option A	Option B	Option C	Option D	Provisional Answer	Final Answer
1	Ctrl + P is used for _____	Open a File	Copy a file	Print a file	New File	C	C
2	_____ is used in banks for cheque number printing	Voice	Light	MICR	Bar Code	C	C
3	_____ Are parts of binary system	5	3	4	None of these	D	D
4	The words pronounced with the help of _____ system can be accepted by computer as text of commands.	Input	Output	Voice Recognition	Multimedia	C	C
5	The short form of the Transmission Control Protocol is _____	TPC	PCL	HCL	TCP	D	D
6	_____ option is used to change the selected text into uppercase or lowercase	Case	Change case	Change	Convert	B	B
7	We can fill the colour in the wordart _____ option	Fill	Font	Text	Text Fill	D	D
8	In MS-Word, we can use bookmarks, Footnote, Endnote.	TRUE	FALSE			A	A
9	In Ms-Word, which of the following is not a type of page margin.	Center	Left	Right	Top	A	A
10	Watermark present in _____ tab	Insert	Data	Page Layout	Review	C	C
11	To move cell to first cell, _____ Key is used.	Ctrl + End	Ctrl + Home	Ctrl + Page up	Ctrl+ Insert	B	B
12	In MS Excel, with the help of _____ option we can group multiple rows or columns.	Group & Ungroup	Merge	Together	Compact	A	A
13	In worksheet to see the records marching with specific condition, Filter tool is used.	TRUE	FALSE			A	A
14	_____ is Date and Time Function	=HOUR()	=AND()	=IF()	=FIND()	A	A

15	MS-Excel does NOT support _____	Data Consolidation	What-if Analysis	Data Validation	None of these	D	D
16	Which application software is used to create slideshow?	MS-PowerPoint	MS- Word	MS-Access	MS-Excel	A	A
17	In PageMaker, to set page vertically it is termed as _____	Portrait	Landscape	Tall	Wide	C	C
18	In PowerPoint , which option is used to hide any slide ?	Slideshow-setup	File menu	slideshow-Hide Slide	Home tab-style menu	C	C
19	Click on _____ option in slide group of Home Tab to create a new slide.	Slide Layout	Transition	Animation	New Slide	D	D
20	Closing and existing in PowerPoint are same	TRUE	FALSE			B	B
21	64 bit microprocessor can access _____ bytes at a time	64	2	8	16	C	C
22	_____ is another name of client	node	point	server	None of these	A	A
23	In robotics and process control ____type of computer is used	Personal	Mini	Hybrid	Micro	C	C
24	_____ type of CD is similar to use of Floppy disc.	CD-ROM	CD-R	CD-RW	None of these	C	C
25	To close the active window we can use _____ shortcut key	Alt+Tab	Alt+F4	Tab	Spacebar	B	B