MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 40 - WPM 12-06-2024 ENGLISH 40 - WPM BATCH - 302
FINAL ANSWER KEY

Sr. No	Question	Option A	Option B	Option C	Option D	Provisional Answer	Final Answer
1	Creating Email ID is called_____	Opening Electrical mode	Operating Electrical Mail	Opening Email account	None of these	C	C
2	www.google.com is an example of _____	Search Engine	Email Service	Social Networking Site	None of these	A	A
3	Alphanumeric keys contains - _____	Letter	Numbers	Letter & Numbers	Letters, Numbers & Special Characters	D	D
4	_____ is a small bunch of data stored on our computer by the web site.	Site	Cookies	Email	Computer	B	B
5	_____ system recognizes commands given by speech	Voice	Light	MICR	Bar Code	A	A
6	_____is used for Center Alignment in word in MS Word 2010 .	ctrl + b	ctrl + c	ctrl + d	ctrl + e	D	D
7	We can change position of text using_____ option	Move	Alignment	Position	Change	A	A
8	We can add Header and Footer from _____ tab	File	Page Layout	Insert	Review	C	C
9	_____view helps to set outline of current document	Page Layout	outline view	normal	web layout	B	B
10	.... is the shortcut key for "Redo" command.	Ctrl + Y	Ctrl + A	Ctrl + Z	Ctrl + W	A	A
11	In MS-Excel page breaks can be viewed in _____ view.	Normal	Page Break Preview	Print Break Preview	Form	B	B
12	In a spreadsheet, what will be name of the 5th row and 5th column cell ?	E5	5E	E6	D5	A	A
13	For example using = Min (B4:B10) formula, we get the smallest number in cell B4 to B 10,	TRUE	FALSE			A	A
14	In MS Excel 2010 what is keyboard shortcut to print a worksheet?	Ctrl+shift+p	alt+p	shift+p	Ctrl+p	D	D

#	Question	A	B	C	D	Ans	Ans
15	AND function returns the error as _____	Wrong!!	Error!!	Mistake!!	#VALUE!	D	D
16	Which option is used in PowerPoint to insert audio and video ?	Home tab-link group	Insert tab - picture Group	Insert tab- Media group	Insert tab- Image group	C	C
17	In PageMaker, open command is in _____ menu.	view	window	file	edit	C	C
18	Special effects used to introduce slides in a presentation are called	effects	custom animations	transitions	present animations	C	C
19	Which bar is at the top of the tool bar?	Menu	status	edit	None of these	A	A
20	If we make the zoom of the document larger or smaller it affects the printing size of the slide.	TRUE	FALSE			B	B
21	In Windows 7, generally _____ is placed at the bottom of screen.	Recycle Bin	Task Bar	My Computer	My Documents	B	B
22	The sending of letters over the internet is called _____	Drafting	Email	Voice Mail	Video Conferencing System	B	B
23	The capacity of CD ROM is _____	1 MB to 100MB	650 MB to 1 GB	5 GB to 1 TB	1 TB to 100 TB	B	B
24	Stored _____ can be recalled or retrieved as and when required.	Data	Paper	Material	Page	A	A
25	Internet is used for _____	Online Admission	Online Shopping	Communication	All of these	D	D