

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**GCC - TBC 40 - WPM 12-06-2024 ENGLISH 40 - WPM BATCH - 305**  
**FINAL ANSWER KEY**

Sr. No	Question	Option A	Option B	Option C	Option D	Provisional Answer	Final Answer
1	DOT Matrix printer is an example of printer.	TRUE	FALSE			A	A
2	_____ is called photoelectric scanners.	Pen Scanner	Bar code reader	Portable Scanner	Flatbed scanner	B	B
3	_____ is used for projection on screen on large wall	Printer	Monitor	Projector	HDTV	C	C
4	_____ is a type of tight permission.	Biometric	email	login	payments	A	A
5	If you delete your mail it is stored in	Trash	Inbox	Spam	None of these	A	A
6	_____ apperas ghosted text behind the main body text	Highlighter	Selector	Watermark	Image	C	C
7	In Word document, to get the document file link through text separately, use _____ Option.	Embed	Copy	Past	Hyperlinks	D	D
8	Use _____ key to select only one character on right side of Cursor.	Shift + →	Shift + ←	Ctrl + →	Ctrl + ←	A	A
9	We can take ruler from _____ tab	Home	File	View	Review	C	C
10	_____ bar is at the top of the window	File	Home	Insert	Title	D	D
11	Press Shift+TAB key combine _____	Move Cell Pointer Left	Move Cell Pointer Up	Move Cell Pointer Right	Move Cell Pointer Down	A	A
12	A dark colored strip showing the title at the top of MS- Excel window is called as _____	Status Bar	Title Bar	Scroll Bar	None of these	B	B
13	In MS-Excel, to perform arithmetic operations _____ can be used.	Formula	Font	Formats	Filter	A	A
14	_____ Functions converts the number into nearest integer.	=Int()	=If()	=Max()	=Round()	A	A
15	In MS-Excel, through _____ tab we can change the design of chart.	Format	Design	Insert	View	B	B
16	To begin slide show From beginning, From beginning Command is used in the slide show tab.	TRUE	FALSE			A	A
17	Header and Footer options are available in _____ tab	Window	insert	Slide Show	Format	B	B
18	To insert chart on slide use chart command given in _____ tab.	Home	Insert	View	Animation	B	B
19	In PageMaker polygon tool is used to create _____	double line	Straight Line	Rectangle	Polygon	D	D

20	In PowerPoint, header and footer to slide can be added by using _____ option	Insert-number	Insert-illustrations	Insert-text	None of these	C	C
21	Windows 7 limits a single path of filename to _____ characters.	10	100	1024	256	D	D
22	To show Educational site _____ domain code is used.	.com	.edu	.gov	.net	B	B
23	What type of software is web browser?	Operating System	System Software	Application Software	Operating Software	C	C
24	We can visit another webpage by using _____	Word Processor	Hyperlinks	Image Editor	Presentatio n graphic	B	B
25	The speed of reading and writing on _____ disk is high.	CD	DVD	Hard disk	Pendrive	C	C