

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 40 - WPM 13-06-2024 ENGLISH 40 - WPM BATCH - 402
FINAL ANSWER KEY

Sr. No	Question	Option A	Option B	Option C	Option D	Provisional Answer	Final Answer
1	_____ Is not output device.	Projector	Webcamera	Printer	Plotter	B	B
2	_____ is type of printer	character	laser	inkjet	All of these	D	D
3	_____ Is not output device	Speakers	Monitor	Printer	None of these	D	D
4	Sound and images can not be included in emails.	TRUE	FALSE			B	B
5	HTML stands for Hypertext Manual Language.	TRUE	FALSE			B	B
6	We can convert colored image into the black and white color by using _____ option	Format	File	Insert	View	A	A
7	To draw the connector lines _____ is used	Insert	Shapes	Data	Review	B	B
8	Hyperlink, Bookmark & Cross Reference etc. option is available under _____ Group of Insert Tab	Illustration	Links	Text	Symbol	B	B
9	Portrait and Landscape are	Paper Size	Page Orientation	Page Layout	All of these	B	B
10	Selected text can be coloured with _____ commands in font group of home tab	font	paragraph	text colour	drawing	C	C
11	The category of the function ODD() is	Logical	Finance	Math & Trig	Date and Time	C	C
12	= Upper() function is used to convert the provided text into _____	Small	Capital	Small Caps	Title only	B	B
13	In MS-Excel, chart can be inserted through _____ Tab	View	Format	Data	Insert	D	D
14	We can hide headings of rows and columns using _____ tab in MS Excel 2010.	view tab	Home tab	page layout tab	Insert tab	A	A
15	In Excel which Tool is used to insert readymade Shape like Rectangle, Arrow, Lines, Symbols ?	Insert---> Pictures	Insert---> SmartArt	Insert---> Shapes	Insert---> Clip Art	C	C

16	In the context of animations, what is a trigger?	Attachment	Click and drag the chart object	To exit the PowerPoint	click the document close button	A	A
17	In PageMaker, Zoom out command is used to view the slides in a large size	TRUE	FALSE			B	B
18	In PageMaker Polygon tool can draw polygon of minimum 3 sides.	TRUE	FALSE			A	A
19	In Microsoft PowerPoint, two kinds of sound effects files that can be added to the presentation are	.wav files and .mid files	.wav files and .gif files	.wav files and .jpg files	.jpg files and .gif files	A	A
20	In PageMaker, _____ tool is used to draw polygons.	Line tool	Polygon tool	select tool	Rotate tool	B	B
21	PDF document can be used for reading and e-mailing only.	TRUE	FALSE			A	A
22	To give _____ input keyboard is used	Image	Sound	Text	Video	C	C
23	An email program's can stored Email addresses in	Inbox	Address Book	Close	Outbox	B	B
24	It is world wide system of network.	LAN	Internet	MAN	WAN	B	B
25	_____ Button is used to reopen the web page on the browser.	Home Arrow	Backward Arrow	Forward Arrow	Refresh	D	D