MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 40 - WPM 14-06-2024 ENGLISH 40 - WPM BATCH - 501
FINAL ANSWER KEY

Sr. No	Question	Option A	Option B	Option C	Option D	Provisional Answer	Final Answer
1	By using _____ option is on the Start Button, we can open any Program.	Documents	Find	Shutdown	All Programs	D	D
2	To Establish Internet Connection by using telephone lines a device is used.	Router	Bridge	Modem	None of these	C	C
3	Audio file can be played in _____ program.	media player	paint	corel	ms-word	A	A
4	_____ Is permanent memory	Ram	Rom	Cache	None of these	B	B
5	In Ecommerce payment is done through _____ cards.	Credit/debit	by cash	by person	cashless card	A	A
6	grammer Mistakes are underlined by .... curly line.	Green	Yellow	Blue	Red	A	A
7	To use the pictures of different applications in MS-Office that collection of pictures is called as _____	Word Art	Clip Art	My Pictures	Google Images	B	B
8	_____ is used to change the size of paper	Paper setup	Page size	Page Setup	View	C	C
9	Use .... key to get a blank line before or after the Paragraph.	Home	Enter	Backspace	Num lock	B	B
10	_____ make it easy to sort ,filter and format data within the sheet	Data	Table	Information	Text	B	B
11	IF Functions is used no. of times in MS-Excel is called as _____functions	Combined if	Nested If	Joint if	Add if	B	B
12	To measure Font size of the text _____ unit is used.	Points	Cm	Hz	Mm	A	A

13	To find lowest number in Row or Column _____ Function is used.	Max( )	Min( )	Count( )	Round( )	B	B
14	If we want to delete any scenario, we use _____ option.	Remove	Close	Delete	Format	C	C
15	Which is not a function supported in MS Excel 2010 ?	count()	now()	product()	today()	C	C
16	There are _____ Tools in page maker tool box	11	23	14	15	C	C
17	In PowerPoint there are total _____ number of layout in New Slides button.	2	3	9	20	C	C
18	To select one hyperlink after another during a slide presentation, what do you press?	Tab	Ctrl + K	Ctrl + h	All of these	A	A
19	You can see _____ layout slide by default on screen when you start a PowerPoint.	Text	Bulleted List	Title	Text & picture	C	C
20	In PageMaker Polygon tool can draw polygon of maximum ____ sides.	50	60	80	100	D	D
21	Transferring files from one place to another means_____	Copy file	Move file	Rename file	delete file	B	B
22	Laser printers are faster in printing than Dot Matrix and Line Printers.	TRUE	FALSE			A	A
23	Which is valid type of printer?	Icon	Flat Bed	Character	Laser	D	D
24	_____ is opening, copying and deleting files and folders etc.	Memory Management	File Management	Hardware Management	None of these	B	B
25	The medium between the user and computer is _____	File	Memory	Operating System	Desktop	C	C