

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**GCC - TBC 40 - WPM 14-06-2024 ENGLISH 40 - WPM BATCH - 504**  
**FINAL ANSWER KEY**

Sr. No	Question	Option A	Option B	Option C	Option D	Provisional Answer	Final Answer
1	Ctrl + y = _____	Open a File	Copy a file	Cut a file	Redo an action	D	D
2	Anything except primary memory is called as _____ memory	Secondary	ROM	Volatile	All of these	A	A
3	How viruses spread? Using _____	CD	Floppy	Pen Drive	All of these	D	D
4	Indian Domain can be identified by _____	.jp	.nz	.in	.au	C	C
5	Cache Memory is known as _____ memory in computer.	Temporarily	Processor	Flash	Permanent	A	A
6	Use _____ Key combination to select whole document.	Ctrl+Z	Ctrl+A	Shift+A	Shift+Z	B	B
7	In Ms-Word , we cant's use bookmarks, footnote.	TRUE	FALSE			B	B
8	Single spacing in MS-Word document causes _____ Point line spacing.	2	1.5	1.15	1	D	D
9	_____ shortcut key is used to give right alignment	Ctrl+L	Ctrl+ R	Ctrl+Right	Alt +R	B	B
10	In MS-Word _____ short cut key is used to open a store document.	Ctrl+O	ctrl+J	ctrl+R	ctrl+B	A	A
11	Which keyboard shortcut which copies the selected cell in MS Excel 2010?	Ctrl + a	Ctrl + b	Ctrl + c	Ctrl + d	C	C
12	In a worksheet in cell in 'C' column and 7th row is referred '7C'	TRUE	FALSE			B	B
13	Which function will add two numbers in cells C1 and C2 in MS Excel 2010 ?	=total(C1 and c2)	= add(C1,c2)	= sum(B1:B 2)	=addition( C1+c2)	C	#
14	While keeping the Format intact and to delete data in selected cell, _____ Command can be used	Home Tab ---> Cells Group-> Delete Cells	File Menu - -->Close	Home Tab ---> Cells Group-> Delete	Home Tab ---> Editing Group-> Clear Contents	D	D
15	= SUM(E8:E11) this function sort the values in cells range between E8 to E 11	TRUE	FALSE			B	B

16	In PageMaker, to draw Straight Line _____ tool is used.	Circle	Straight Line	Rectangle	Line	B	B
17	In PowerPoint there are total ..... number of layouts in New Slides button.	2	3	9	20	C	C
18	Shadow effect can be given with text shadow command in _____ tab	Insert	Home	View	Review	B	B
19	"Auto flow" command is available in _____ menu bar	Layout	File	Edit	Type	D	D
20	In PageMaker, to resize the object _____ is used	Handles	Tool	Crop Tool	None of these	A	A
21	Data in fiber-optic Cable is transferred through _____	Waves	Light pulses	Range	None of these	B	B
22	Signature is text which is automatically inserted _____ of every email.	At the top	At the bottom	At the middle	None of these	B	B
23	Using _____ system persons voice can be converted into telephone signals.	VSNL	Voice-messaging	Fax	Printer	B	B
24	We can send attachment of _____ capacity through email using Gmail.	25 MB	10 MB	5 MB	20 MB	A	A
25	_____ is necessary to connect our Computer with Internet.	Telephone Instrument	Modem	CD Drive	Pen Drive	B	B