

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 40 - WPM 05-07-2024 ENGLISH 40 - WPM BATCH - 603
FINAL ANSWER KEY

| Sr. No | Question | Option A | Option B | Option C | Option D | Provisional Answer | Final Answer |
|--------|--|----------------|----------------|---------------------|--|--------------------|--------------|
| 1 | With the help of _____ option in Start Menu, any program can be run by typing the name of its executable file. | Find | Run | Programs | Help | B | B |
| 2 | Ctrl + z = _____ | Open a File | Copy a file | Cut a file | Undo an action | D | D |
| 3 | Alphanumeric is a combination of _____ | Letters | Numbers | Letters and numbers | Letters, numbers and special characters. | D | D |
| 4 | _____ Is volatile memory. | RAM | ROM | CACHE | None of these | A | A |
| 5 | Photo conductor Is used in _____ input device | Light Mouse | Light Pen | Bar Code | None of these | C | C |
| 6 | Don't Hyphenate is used to avoid the automatic hyphenation. | TRUE | FALSE | | | A | A |
| 7 | Default file name of ms-word is _____ | Document | Book | Presentati on | Database | A | A |
| 8 | After clicking with mouse on top area of column in table _____ Will get selected. | Row | Column | Cell | Table | B | B |
| 9 | Status bar is displayed on the _____ side of Microsoft Word Application window. | Left | Right | Top | None of these | D | D |
| 10 | _____ command/facility is used to correct the common spelling mistakes. | Auto Text | Auto Corrent | Auto Format | None of these | B | B |
| 11 | = Min (B4:B10) This will give you the smallest number of numbers in the B4 to B10 cell range. | TRUE | FALSE | | | A | A |
| 12 | _____ Function makes the number given in the brackets round to the number upto specific digits. | Case() | Round() | Max() | if() | B | B |
| 13 | Trace error command is used for _____ in MS-Excel. | error updation | error checking | error manipulati on | error addition | B | B |

| | | | | | | | |
|----|---|-----------------|-------------------|---------------------|---------------------|---|---|
| 14 | In MS-Excel _____ is NOT the option displayed in Advanced filter dialog box. | action | List Range | Wrap Text | Copy to | C | C |
| 15 | In MS-Excel Comma style to a value in a cell can be applied by using ___ group in home tab. | cells | number | styles | alignment | B | B |
| 16 | Normal, Slide sorter, Reading view, slide show buttons are present on the status bar. | TRUE | FALSE | | | A | A |
| 17 | In PageMaker zoom tool cannot be used to zoom document. | TRUE | FALSE | | | B | B |
| 18 | In PageMaker, in _____ menu select all command is available. | Window | Layout | Type | Edit | D | D |
| 19 | In PageMaker, _____ tool is used to select an object | Text tool | Select Tool | Pointer tool | None of these | C | C |
| 20 | Use function key to run slide show. | F2 | F7 | F10 | F5 | D | D |
| 21 | Forwarding Email is the same as replying to an Email message. | TRUE | FALSE | | | B | B |
| 22 | _____ is largest network in world. | Internet | worldnet | hugenet | None of these | A | A |
| 23 | _____ means handling operations related to files and folders. | File Management | Memory Management | Hardware Management | Software Management | A | A |
| 24 | The memory capacity of flash drives is from _____ | 1MB to 10 MB | 10MB to 100MB | 2GB to 64GB | 4GB to 1TB | D | D |
| 25 | _____ is example of social networking | Facebook | Blog | Twitter | All of these | D | D |