

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 40 - WPM 05-07-2024 ENGLISH 40 - WPM BATCH - 605
FINAL ANSWER KEY

Sr. No	Question	Option A	Option B	Option C	Option D	Provisional Answer	Final Answer
1	To view all internet addresses that we have typed so far _____ key is used.	F1	F2	F4	F3	C	C
2	_____ Keys are combination keys	Ctrl	Alt	Shift	All of these	D	D
3	In E-mail BCC means Blind Courtesy copy.	TRUE	FALSE			A	A
4	_____ Is not operating system.	Windows	Linux	Ms-Office	All of these	C	C
5	DOS is an _____ type os OS	Single user	Multi user	Multitasking	GUI	A	A
6	you want to cut some matter to move another place _____ used.	cut	close	delete	up	A	A
7	Total number of pages in Current document is shown on _____	Scroll bar	Formula bar	Status bar	Quick Access Tool bar	C	C
8	Which is the New feature in Word 2010, for making lines more attractive?	Shape Effects	Formulas	Data	View	A	A
9	You can apply the background color to page using _____ option	Background	Page color	color	Page	B	B
10	Using Word processor we can create _____ type file	Database	Document	Presentatio n	Worksheet	B	B
11	Cell Address / Cell Reference is the combination of Column Label and Row Number.	TRUE	FALSE			A	A
12	All commands are given in the form of Tabs and Ribbon in Excel -2010	TRUE	FALSE			A	A
13	Which option helps to fit the data on lesser number of pages in MS Excel 2010 ?	scale to fit	Auto fit	lesser to fit	smaller to fit	A	A
14	Last Coloum of the Worksheet is XIVV.	TRUE	FALSE			B	B
15	Shortcut of the save excel file _____	Ctrl+A	Ctrl+C	Ctrl+S	Ctrl+X	C	C

16	In PageMaker _____ is first version.	6	6.5	7	None of these	B	B
17	_____ command is available in File menu	Preference	paragraph	cut	find	A	A
18	If you wanted to "shuffle" or "reorder" your pages, you would use which PageMaker command?	Shuffle	Document Layout palette	Sort Pages	You can not shuffle pages in PageMaker	C	C
19	How to Hide Slide in Powerpoint?	View>> Hide Slide	View>> Hide Slide>> Hide Slide	Insert>> View>> Hide Slide	SlideShow> > Hide Slide	D	D
20	In PowerPoint, in Home Tab - Paragraph Group - Align Text command is having options like	Top	Middle	Bottom	All of these	D	D
21	_____ are the animated objects that appear automatically on screen.	Wallpaper	Monitor	My Files	Screen Saver	D	D
22	_____ is widely used software for image editing	Paint	PhotoShop	CorelDraw	PageMaker	B	B
23	_____ Is the biggest Network in the world.	LAN	CAN	Internet	WAN	C	C
24	Memory unit of a computer controls all the processes performed by other units of a computer	TRUE	FALSE			B	B
25	Unrequested or unsolicited Email is referred as _____	Received Mails	Sent Mails	Spams	Trashed Mails	C	C