MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 40 - WPM 06-07-2024 ENGLISH 40 - WPM BATCH - 701
FINAL ANSWER KEY

Sr. No	Question	Option A	Option B	Option C	Option D	Provisional Answer	Final Answer
1	In Gmail password is shown in_____	Characters	Numbers	Black dots	None of these	C	C
2	Storing Data on Remote Server is known as.	Cloud Storage	File System	Mobile Storage	None of these	A	A
3	We can use HDTV as monitor screen	TRUE	FALSE			A	A
4	_____ are characteristics of computer	Speed	Accuracy	Diligence	All of these	D	D
5	Fiber Optic cables are more safer than Coaxial cable.	TRUE	FALSE			A	A
6	Use ____ key to select only one character on right side of Cursor.	Shift + -->	Shift + <--	Ctrl + -->	Ctrl + <--	A	A
7	_____ shortcut key is used to give left alignment	Alt+L	Ctrl+ I	Ctrl + L	Ctrl+T	C	C
8	In MS Word, Left Justification makes the ends of lines uneven.	TRUE	FALSE			A	A
9	To select any word in document, _____ with mouse on the word.	Single click	Right click	Tripple Click	Double Click	D	D
10	You can use _____ option to insert merge field in document	Insert Merge Field	Merge Field	Greeting Line	Edit Recepient	A	A
11	.... function checks for multiple conditions and if all conditions are true, then only returns TRUE result.	AND	OR	NOT	None of these	A	A
12	_____ cannot be used while typing formula.	Number	Spaces	Characters	Special Characters	B	B
13	In Excel We can use arrow keys with _____Key to select range.	Shift	Enter	Ctrl	Alt	A	A
14	= Sum (F8:F12) this function sort the values in cells range between F8 to F12.	TRUE	FALSE			B	B
15	In MS-Excel, with the help of _____ we can assign a name to selected cell.	Give Name	Define Name	Show Name	Assign Name	B	B
16	In PageMaker, Which tool is used to scroll the page.	Hand Tool	Constrained Tool	Zoom tool	select tool	A	A

17	In PowerPoint, pictures and images can be inserted by using _____ option.	Home tab-insert group	Insert tab - Image Group	Slide show tab-Transition Group	None of these	B	B
18	We can undo an action performed on the slide with _____ key	Ctrl+Z	Ctrl+V	Ctrl+C	Ctrl+D	A	A
19	In MS-Office _____ tab is available only in PowerPoint.	Transitions	Animations	Slide Show	All of these	D	D
20	MS-PowerPoint Object can be rotated with .... option from the Format tab.	Rotate	AutoShapes	Oval	Chart	A	A
21	Destructive programs attached to spam email are called _____	Viruses	Drafts	Spams	Trash	A	A
22	_____ can be used to decorate your desktop.	Wallpaper	Screen Saver	My Computer	Windows Explorer	A	A
23	_____ is checking the essential parts of computers.	Memory Management	File Management	Hardware Management	None of these	C	C
24	_____ Software is a software that basically makes the computer work.	System	Application	Virtual	Compiler	A	A
25	_____ device consist of speech recognition software.	Voice Input	Light Pen	Monitor	Keyboard	A	A