MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 40 - WPM 06-07-2024 ENGLISH 40 - WPM BATCH - 703
FINAL ANSWER KEY

Sr. No	Question	Option A	Option B	Option C	Option D	Provisional Answer	Final Answer
1	_____ Is not output device	Microphone	Monitor	Printer	Plotter	A	A
2	Automation is one of the characteristics of computer	TRUE	FALSE			A	A
3	Mouse is _____ device.	Output	Input	Multifunction	None of these	B	B
4	_____ Is permanent memory	Hard Disk	Pen Drive	Cd/Dvd	All of these	D	D
5	In Windows 7, programs which are currently running can be seen in Minimized format on _____ Bar.	Taskbar	Status Bar	Menu Bar	Title Bar	A	A
6	After clicking with mouse on top area of column in Table .... will get selected.	Cell	Row	Column	Table	C	C
7	In Ms - Word Bold, Italic, Regular are known as	Font Effects	Word Art	Font Styles	Text effects	C	C
8	To highlight a specific word in Ms - Word document, use .... option for it.	Colour	Underline	Italic	Text Highlight Colour	D	D
9	Vertical means _____ in Table	Rows	Columns	Text	Data	B	B
10	Column width gets adjusted according to the matter width by using _____ Option.	Auto Fit	Auto Format	Auto Text	Auto Cut	A	A
11	A-Z sequence means _____ sorting of a text.	Descending	Ascending	Vertical	Vertical d) Numeric	B	B
12	In Lookup Function, parameter 1 stands as True.	TRUE	FALSE			A	A
13	_____ Is use to Find Cell data.	Ctrl+K	Ctrl+F	Ctrl+S	Ctrl+X	B	B
14	The Accounting Number Format option is the Number Group in the Home Tab to apply the Currency Style.	TRUE	FALSE			A	A
15	By using _____ filter option, output of the filtered records can be placed at another location.	Advance Filter	Custom Filter	Auto Filter	None of these	A	A

16	To move polygon mouse should be _____	dragged	right click	left click	double click	A	A
17	In PageMaker, _____ tool is used to trim or cut imported graphics	Crop Tool	select tool	Line tool	Rotate tool	A	A
18	Ruler command is chosen in the _____ Tab to display Ruler line.	View	File	Slide Show	Window	A	A
19	To check spelling in current presentation_____ is used	F2	F5	F7	F8	C	C
20	Zoom range in PowerPoint is _____	10% - 400%	20% - 500%	5% - 700%	None of these	A	A
21	From the following which one has low storage capacity.	CD	DVD	Hard disk	Pendrive	A	A
22	In Internal Explorer_____ Shortcut key is used to refresh in Webpage.	F1	F3	F5	F4	C	C
23	The _____ PCs can communicate with each other within the network through server only.	Web server	Server	Client	None of these	C	C
24	In Windows 7, pressing Ctrl + V will_____	Copy selected item	Cut selected item	Paste selected item	Delete selected item	C	C
25	_____ is a hardware device.	Virus	Hard Disk	Norton	Quick heal	B	B