

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE

OBJECTIVE QUESTION

GCC - TBC 30 - WPM 12-06-2024 ENGLISH 30 - WPM BATCH - 301

PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	What are the uses of Internet?	Reading Newspaper	Searching	Downloading	All of these	D
2	In Email BCC means	Black copy case	Black carbon copy	Blind carbon copy	None of these	C
3	Dvd stands for	Digital Video Disk	Daily Video Disk	Daily Versatile Disk	Digital Versatile Disk	D
4	Mb stands for	Memorybyte	Megabyte	Minibyte	None of these	B
5	WWW is abbreviation of	World wide Work	World wise work	World Wise Web	World Wide Web	D
6	Background command is given in ___ tab	Insert	Tools	File	Design	D
7	Portrait and Landscape are _____	Page Orientation	Paper Size	Page Layout	All of these	A
8	_____ is containing of Rows and columns.	Table	Border	Text Box	Rectangle	A
9	Ctrl+L is used for_____	Right Alignment	left Alignment	Alignment	None of these	B
10	ctrl+E is used for_____	Right Alignment	Center Alignment	left Alignment	Alignment	B
11	Scatter is one of the type of chart in Excel.	TRUE	FALSE			A
12	Scatter chat is also called a Doughnut Chart.	TRUE	FALSE			B
13	In Excel Default Alignment are _____	Both Numbers and Text on Left	Both Numbers and Text on Right	Numbers on Right and Text on Left	Numbers on Left and Text on Right	C
14	Sort option is available in _____ Menu	Data	Insert	View	Formulas	A

15	Which is not a function in MS Excel 2010 ?	today()	add()	countif()	sum()	B
16	Tables are used to	Create Graphs	Set up database	Perform Calculations	All of these	D
17	State.pptx file is _____ type of file.	MS Word	Ms Excel	Ms Powerpoin	Ms Access	C
18	Speaker note can be added in Presentation by user.	TRUE	FALSE			A
19	In slide show which command is not available	Custom Show	Hide Slide	Set up Show	Background	D
20	Clipart option is given in Edit Tab.	TRUE	FALSE			B
21	Forwarding E-Mail is the same as replying to an E-Mail massage.	TRUE	FALSE			B
22	Characteristics of Windows 7 are _____	Easy Operating System	Excellent Graphical Interface	Excellent security Features	All of these	D
23	BCC Means_____	Blank Carbon Copy	Blind Carbon Copy	Bank Carbon Copy	Branch Carbon Copy	B
24	MIDI stands for.	Musical Instrument Digital Interface	Multimedia Instrument Digital Interface	Media Instrument Digital Interface	MP3 Instrument	A
25	Storage capacity of a Flash Memory Card is _____	650 MB To 1 GB	4.7 GB To 17 GB	2 GB To 64 GB	500 GB to 1TB	C