

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE

OBJECTIVE QUESTION

GCC - TBC 30 - WPM 14-06-2024 ENGLISH 30 - WPM BATCH - 504

PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	1024 Giga Byte = 1 _____	Kilo Byte	Tera Byte	Mega Byte	Zetta Byte	B
2	"WWW" is an acronym for what?	World Wide Web	World wise work	World Wise Web	World wide Work	A
3	Flash drive means _____	Pen Drive	Cd/Dvd	Harddisk	None of these	A
4	1024 megabyte = _____	1 Kilobyte	1 Megabyte	1 Gigabyte	1 Terabyte	C
5	1024 kilobyte = _____	1 Kilobyte	1 Megabyte	1 Gigabyte	1 Terabyte	B
6	We can not insert page number at header	TRUE	FALSE			B
7	We can not add symbols in our Word Document	TRUE	FALSE			B
8	page number option is in _____ tab in MS Word 2010 .	insert	home	view	layout	A
9	Ctrl+J shortcut key used for _____ in MS Word 2010.	justify align	Center Alignment	left align	no Alignment	A
10	Ctrl+E not used for Center align	TRUE	FALSE			B
11	Ascending-Descending are types of _____	Indent	Alignment	Sorting	All of these	C

12	Delete sheet Command is given in _____ tab	File	View	Home	Tools	C
13	15 points is the default height of _____	Column	worksheet	row	cell	C
14	Worksheet Collection is called as _____	Workbook	Work Note-book	Work Document*	Chart Book	A
15	What are column headings in MS Excel 2010 ?	a,b,c,.....	1,2,3,.....	A,B,C,.....	I,II,III,....	C
16	Minimum zoom available in PowerPoint is	5	10	100	300	B
17	In _____ view sequence of slides can be changed.	Reading	Normal	Slide sorter	Outline	C
18	From which tab you can access the slides layout?	File	Insert	Home	View	C
19	From following which is not Presentation view?	Normal	Slide Master	Slide Sorter	Notes Page	B
20	Following slides are present in PowerPoint.	Title	Blank	Two content	All of these	D
21	In Gmail, Compose button is used to _____	Write a new E-Mail	Reply to E-Mail	Delete E-Mail	Forward E-Mail	A

22	_____ is a characteristic of a computer.	Tiredness	Less storage	Inaccurate	Automation	D
23	_____ is an example of an antivirus program.	Unix	Linux	Windows	Quick Heal	D
24	One Email Can	TRUE	FALSE			B
25	To log on to Gmail account, a users must enter their _____	Username and Password	Money	Full Name	Job Profile	A