

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE

OBJECTIVE QUESTION

GCC - TBC 40 - WPM 10-06-2024 ENGLISH 40 - WPM BATCH - 103

PROVISIONAL ANSWER KEY

Sr. No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Sd in memory card stands for _____	Safe Disk	Secure Digital	Safe Digital	None of these	B
2	_____ Is not input devices	Mouse	Webcamera	Microphone	Headphone	D
3	URL stands for Uniform Resource Location.	TRUE	FALSE			B
4	64-bit Microprocessor can access _____ bytes at a time.	2	16	64	8	D
5	In Gmail the maximum size of an attachment which is sent on email is _____	25MB	10MB	5MB	20MB	A
6	In Mailings Tab, option can be used to create new list of contacts.	Address	Letter	New List	None of these	C
7	We cannot create Presentation Slides in Ms-Word.	TRUE	FALSE			A
8	Thesaurus tool in Ms-Word is used for	Grammar option	Cross-Reference	Data	Spelling suggestions	D
9	_____ cancels command given earlier	Repeat	Redo	Undo	Cancel	C
10	Formula always start with the _____ sign	(=)	(+)	(\$)	(*)	A
11 function returns the position in a cell range given to a value.	VLookup	Hlookup	Lookup	Match	D
12	In excel to perform mathematical operations _____ can be used.	Autofill	Text	Mid	Formula	D
13	To print a sheet used command	Ctrl+P	Alt+P	Alt+Ctrl+P	Shift + Ctrl+P	A
14	In MS-Excel, we can define new name for the selected _____ range using name manager.	Table	Vale	Cell	Formula	C
15	Addition of cells B4 & F7 can be done using _____ Formula	=B4*F7	=B4+F7	=B4@F7	=B4/F7	B
16	You can create video of PowerPoint presentation using save and send option.	TRUE	FALSE			A
17	In PowerPoint we can insert _____ to illustrate and compare data.	Clip Art	Chart	Illustration	Data	B

18	In _____ view sequence of matter can be changed by selecting the slide.	Outline	Normal	Notes Page	Slide sorter	A
19	To set timing for the slides for slide show _____ facility can be used.	Slide show	Custom show	Rehearse Timing	Set Time	C
20	To insert clipart on a slide we use _____ command in Insert Tab	Picture	ClipArt	Shapes	Chart	B
21	The software that finds documents for us on the web using keywords _____	Spider	Search Engine	Document Search	Browsers	B
22	Is it possible to forward email, by clicking on compose button?	It is possible	It's not possible	Sometimes its possible	None of these	B
23	.bmp type of file can be created using _____	Notepad	MS-Word	MS-Excel	MS-Paint	D
24	From _____ We can recover E-Mail, those are deleted from inbox.	Outbox	Drafts	Trash	Spams	C
25	It is possible to recover emails deleted from trash.	TRUE	FALSE			A