| | MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE | | | | | |
|---|---|---|---|---|---|---|
| | OBJECTIVE QUESTION | | | | | |
| | GCC - TBC 40 - WPM 12-06-2024 ENGLISH 40 - WPM BATCH - 302 | | | | | |
| | PROVISIONAL ANSWER KEY | | | | | |
| Sr.No | Question | Option A | Option B | Option C | Option D | |
| 1 | Creating Email ID is | Opening | Operating | Opening | None of | C |
| 2 | www.google.com is an example of _____ | Search Engine | Email Service | Social Networking | None of these | A |
| 3 | Alphanumeric keys contains - _____ | Letter | Numbers | Letter & Numbers | Letters, Numbers & | D |
| 4 | _____ is a small bunch of data stored on our computer by the web | Site | Cookies | Email | Computer | B |
| 5 | _____ system recognizes commands given by speech | Voice | Light | MICR | Bar Code | A |
| 6 | _____is used for Center Alignment in word in MS Word 2010 . | ctrl + b | ctrl + c | ctrl + d | ctrl + e | D |
| 7 | We can change position of text using_____ option | Move | Alignment | Position | Change | A |
| 8 | We can add Header and Footer from _____ tab | File | Page Layout | Insert | Review | C |
| 9 | _____view helps to set outline of current document | Page Layout | outline view | normal | web layout | B |
| 10 | .............. is the shortcut key for "Redo" command. | Ctrl + Y | Ctrl + A | Ctrl + Z | Ctrl + W | A |
| 11 | In MS-Excel page breaks can be viewed in _____ view. | Normal | Page Break Preview | Print Break Preview | Form | B |
| 12 | In a spreadsheet, what will be name of the 5th row and 5th column cell ? | E5 | 5E | E6 | D5 | A |
| 13 | For example using = Min ( B4:B10) formula, we get the smallest number in cell B4 to B 10, | TRUE | FALSE | | | A |
| 14 | In MS Excel 2010 what is keyboard shortcut to print a worksheet? | Ctrl+shift+p | alt+p | shift+p | Ctrl+p | D |
| 15 | AND function returns the error as | Wrong!! | Error!! | Mistake!! | #VALUE! | D |
| 16 | Which option is used in PowerPoint to insert audio and video ? | Home tab- link group | Insert tab - picture | Insert tab- Media group | Insert tab- Image | C |
| 17 | In PageMaker, open command is in _____ menu. | view | window | file | edit | C |
| 18 | Special effects used to introduce slides in a presentation are called | effects | custom animations | transitions | present animations | C |
| 19 | Which bar is at the top of the tool | Menu | status | edit | None of | A |
| 20 | If we make the zoom of the document larger or smaller it affects the printing size of the slide. | TRUE | FALSE | | | B |
| 21 | In Windows 7, generally _____ is placed at the | Recycle Bin | Task Bar | My Computer | My Documents | B |
| 22 | The sending of letters over the internet is called _____ | Drafting | Email | Voice Mail | Video Conferencin | B |
| 23 | The capacity of CD ROM is | 1 MB to | 650 MB to | 5 GB to 1 | 1 TB to 100 | B |
| 24 | Stored _____ can be recalled or retrieved as and when | Data | Paper | Material | Page | A |
| 25 | Internet is used for _____ | Online | Online | Communica | All of these | D |