MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 40 - WPM 13-06-2024 ENGLISH 40 - WPM BATCH - 401
PROVISIONAL ANSWER KEY

Sr. No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Which of these following are Email Messenger?	Gmail	Hotmail	Yahoo mail	All of these	D
2	Computer can do number of calculations in.	FRACTION OF SECOND	FEW HOURS	FEW MINUTES	FEW DAYS	A
3	Circular button at the left side of Task Bar is knows as	Desktop	Taskbar	Explorer	Start Button	D
4	Keyboard is used to provide _____ input to the computer.	Audio	Video	Text	Graphic	C
5	Monochrome bitmap images have only two colors black and white.	TRUE	FALSE			A
6	Ctrl+Y shortcut key is used to _____	Cut	Undo	Redo	Paste	C
7	On _____ bar name of the file is present	Status	Title	Home	Task	B
8	_____ is used to mark each and every point for order list	Border	Numbering	Order	Unorder	B
9	We can not highlight the desired part/portion of the matter using _____ in MS Word 2010	text highlight color option	text effect option	find option	clear formatting option	A
10	_____ enables to send same letter to many recipients	Letter	Mail Merge	Data	Merge	B
11	In Ms Excel, Data Tools, Outline, Sort Filter, Connections, Get External Data groups are come under Review Tab	TRUE	FALSE			B
12	Using _____ we can give two conditions at a time on one record.	Auto Filter	Compound Filter	Merge Filter	Custom Filter	D
13	In MS Excel 2010 which key combination will make the a1 cell as active cell?	ctrl + a	ctrl + 1	ctrl + home	ctrl + end	C
14	Through .... the selected cell range can be given a special name.	Formula Tab - Name Manager	Data Tab - Filter	Insert Tab - Name Manager	None of these	A
15	Which option is used from file menu is used to save it in pdf/xps format in MS Excel 2010 ?	Create PDF/XPS	print	Send	Recent	A
16	Which of the following should be used when you want to add a slide to an existing presentation?	File, new slide	Insert, new slide	File, Open	File, New	B
17	To create polygon minimum 3 sides are required	TRUE	FALSE			A

18	In Powerpoint Header and Footer Option is available in _____ Tab.	Home	Insert	View	Review	B
19	In PowerPoint, chart is added by using _____option.	Insert-illustration	Insert-text	Insert-charts	Insert-Images	A
20	If we move frame then_____ also moves	Data	Object	All data	None of these	A
21	Different formats of files are identified by their _____	text	sound	extension	data	C
22	The digital computer is designed using_____circuits.	Electrical	Digital	Mechanical	Technical	B
23	_____ is a type of Anti-Virus	MS-Word	MS-excel	Quick heal	Notepad	C
24	Internet is _____ type of network.	LAN	MAN	WAN	VSNL	C
25	Download means to copy a file from _____	Server to server	Your computer to Server	Server to your computer	All of these	C