

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**

**OBJECTIVE QUESTION**

**GCC - TBC 40 - WPM 05-07-2024 ENGLISH 40 - WPM BATCH - 603**

**PROVISIONAL ANSWER KEY**

Sr. No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	With the help of _____ option in Start Menu, any program can be run by typing the name of its executable file.	Find	Run	Programs	Help	B
2	Ctrl + z = _____	Open a File	Copy a file	Cut a file	Undo an action	D
3	Alphanumeric is a combination of _____	Letters	Numbers	Letters and numbers	Letters, numbers and special characters .	D
4	_____ Is volatile memory.	RAM	ROM	CACHE	None of these	A
5	Photo conductor Is used in _____ input device	Light Mouse	Light Pen	Bar Code	None of these	C
6	Don't Hyphenate is used to avoid the automatic hyphenation.	TRUE	FALSE			A
7	Default file name of ms-word is _____	Document	Book	Presentati on	Database	A
8	After clicking with mouse on top area of column in table _____ Will get selected.	Row	Column	Cell	Table	B
9	Status bar is displayed on the _____ side of Microsoft Word Application window.	Left	Right	Top	None of these	D
10	____command/facility is used to correct the common spelling mistakes.	Auto Text	Auto Corrent	Auto Format	None of these	B
11	= Min (B4:B10) This will give you the smallest number of numbers in the B4 to B10 cell range.	TRUE	FALSE			A
12	_____Function makes the number given in the brackets round to the number upto specific digits.	Case()	Round()	Max()	if()	B
13	Trace error command is used for _____ in MS-Excel.	error updation	error checking	error manipulati on	error addition	B
14	In MS-Excel _____ is NOT the option displayed in Advanced filter dialog box.	action	List Range	Wrap Text	Copy to	C
15	In MS-Excel Comma style to a value in a cell can be applied by using ____ group in home tab.	cells	number	styles	alignment	B

16	Normal, Slide sorter, Reading view, slide show buttons are present on the status bar.	TRUE	FALSE			A
17	In PageMaker zoom tool cannot be used to zoom document.	TRUE	FALSE			B
18	In PageMaker, in _____ menu select all command is available.	Window	Layout	Type	Edit	D
19	In PageMaker, _____ tool is used to select an object	Text tool	Select Tool	Pointer tool	None of these	C
20	Use ..... function key to run slide show.	F2	F7	F10	F5	D
21	Forwarding Email is the same as replying to an Email message.	TRUE	FALSE			B
22	_____ is largest network in world.	Internet	worldnet	hugenet	None of these	A
23	_____ means handling operations related to files and folders.	File Management	Memory Management	Hardware Management	Software Management	A
24	The memory capacity of flash drives is from _____	1MB to 10 MB	10MB to 100MB	2GB to 64GB	4GB to 1TB	D
25	_____ is example of social networking	Facebook	Blog	Twitter	All of these	D