MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 40 - WPM 05-07-2024 ENGLISH 40 - WPM BATCH - 604
PROVISIONAL ANSWER KEY

Sr. No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	_____Controls the process of break, send, reassemble the messages over internet.	Clients	Users	Protocols	Servers	C
2	It is not possible make corrections using computers	TRUE	FALSE			B
3	Shortcut key for Help is ____	F3	F7	F1	F11	C
4	Alt & Ctrl keys are _____	Function keys	Option Keys	Combination Keys	All of these	C
5	Read only memory is not erased once computer is turned off.	TRUE	FALSE			A
6	We can go directly to the required page by using _____ option under Home Tab-Editing Group-find command.	move	Go to	Clear	Cut	B
7	_____ tab contain page setup, page background, Thems, Paragrah and arrage.	Page Layout	Page	Data	Review	A
8	_____ of the following helps to reduce spelling error in the document.	CTRL + Enter	Alt + Enter	Shift + Enter	Space + Enter	B
9	Shortcut key for Save As is	F11	F12	F10	F9	B
10	We can apply the background color to text	TRUE	FALSE			A
11	You can remove comments inserted in a cell in MS Excel 2010 .	TRUE	FALSE			A
12	Nested IF is a _____ function in MS-Excel.	Analytical	Logical	Conditional	Arithmetic	C
13	Using = Min(B2:b10) Formula, we get the smallest number in Cell B2 to B 10.	TRUE	FALSE			A
14	In VLOOKUP/HLOOKUP, 0 parameter means _____ match.	maximum	Minimum	Exact	Approximate	C
15	MS-Excel file is known as workbook.	TRUE	FALSE			A
16	Slide show menu bar is present only in PowerPoint Application.	TRUE	FALSE			A
17	In PageMaker, Which tool is used to draw circles and ellipses	Crop Tool	Constrained Tool	Zoom tool	Ellipse tool	D
18	The smallest font size in PageMaker is:	8	7	6	4	D
19	_____ view is useful to type matter on slide.	Print Layout	Outline	Normal	None of these	C
20	To create a new presentation by clicking File Menu _____ option	File	Open	New	Save	C
21	Pressing key combination Alt + Tab in Windows 7 will_____	Open Task Manager	Cancel Current Task	Display Help	switch between open items	D
22	CPU is called as the _____ of computer	Brain	Heart	Lungs	Liver	A

23	What Language can be used to design a web page from the notepad?	Local Area Network	Internet	Wired Network	Cable	D
24	The client PCs can communicate with each other within the network through _____ only.	Server	User	Browser	None of these	A
25	_____ is used to search information on internet	search engine	search machine	Information Search	information machine	A