

**MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE**  
**OBJECTIVE QUESTION**  
**GCC - TBC 30 - WPM 04-10-2024 ENGLISH 30 - WPM BATCH - 101**  
**PROVISIONAL ANSWER KEY**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	What is PPT?	PowerPoint	Page Presentati	Proper Presentati	None of these	A
2	BMP means _____	Bitmap Page	Bitmap Image	Bitwise Image	Bitmap Picture	B
3	You cannot view Ruler in PowerPoint.	TRUE	FALSE			B
4	We can provide date and time to slides	TRUE	FALSE			A
5	How can you see all your chart at once?	through slide view	through reading view	through slide sorter	through normal view	C
6	In E-Mail address separate the name and the domain with an "@" symbol.	TRUE	FALSE			A
7	_____ allows the clients to share its resources	Server	Client	Modem	None of these	A
8	_____ Is a special function key available on the keyboard.	Pause	Tab	Esc	F10	D
9	How can Email be sorted?	In order of the time received	In order by the name of	In order by date received	All of these	B
10	Internet Explore is one of the best example of Output Device	TRUE	FALSE			B
11	_____ Collection is called as Workbook.	Worknote-Book	Work Document	Chart Book	Worksheet	D
12	_____ Means instruction to perform calculations.	Text	Formula	Number	Cell Reference	B
13	_____ Option is available only in MS-Excel Window.	Status Bar	Title Bar	Menu Bar	Formula Bar	D
14	= lower("Hello") , this function will convert the given text as	Hello	hello	HELLO	HELLO	B
15	= Lower() Function use to convert text in to _____ case.	Capital	Small	Big	Upper	B
16	OS stands for	Operating System	Original System	Online System	Original Software	A
17	GUI stand for	Graphical User	Graph User	Grey user Interface	None of these	A
18	LAN Means	local area network	Large Area Network	Light Area Network	Least Area Network	A
19	DVD stands for	Digital Versatile Disk	Dual Video Disk	Digital Video Disk	Digital Volatile Disk	A

20	DNS means _____	Domain number system	domain network structure	Domain network system	Domain name system	D
21	_____ item appears dimly behind the main body text	Water Color	Background	Watermark	Back Color	C
22	_____ Is made up of Rows and Columns.	Text Box	Rectangles	Borders	Table	D
23	_____ is not a font style.	Bold	Italics	Regular	Superscript	D
24	_____ is the extension of Word files?	FIL	DOT	.Docx	TXT	C
25	In MS Word, Ctrl+S is for ____	Scenarios	Size	Save	Spelling Check	C