

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 30 - WPM 04-10-2024 ENGLISH 30 - WPM BATCH - 102
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Which is default view in Power Point?	Page Sorter	Notes Page	Slide Sorter	Normal	D
2	Ctrl+D is a shortcut key of _____	Creating a duplicate object	Changing the layout of the active	Deleting a slide from the presentation	Inserting a new Slide	A
3	.pptx is the extension of Power Point	TRUE	FALSE			A
4	What is use of PPT?	Slides	Document	Files	Presentations	D
5	Options to insert slide numbers are?	Insert=>Page No	Insert=>Slide No	Insert=>Text Group	Insert=>Table	B
6	Sending files with e-mail is ____	Slides	Attachment	Workbook	Document	B
7	Which of the following is used to search content online?	Social networks	Search engine	Screeners	Routers	B
8	Forward mean sending _____ mail to some other mail id.	Deleted Mails	Received Mails	Compose d Mails	None of these	B
9	Normally Internet Explorer icon is given on desktop.	TRUE	FALSE			A
10	GUI stands for Graphical User Involvement.	TRUE	FALSE			B
11	= Now(), is a function used to get the current _____	system time	time	date	None of these	A
12	= Today(), is a function used to get the current _____	Year	Date	Month	Time	B
13	= Upper() Function use to convert text in to _____ cases.	Capital	Small	Lower	subscript	A
14	'Σ' is a sign of Auto sum	TRUE	FALSE			A
15	'Σ' is a sign of _____	Summarize Data	Autosum	Subtractions	All of these	B
16	CPU stand for	Central Processing Unit	Common Processing Unit	Central Program Unit	Common Program Unit	A
17	ANSI stands for	All New Small Integration	A national Small Institutes	American National Standard Institute	None of these	C
18	Email means	Excellent mail	Electronic Mail	Emergency mail	Electric mail	B

19	Rom stands for _____	Rapid Object Memory	Read Only Memory	Read Object Memory	None of these	B
20	C ++ is a _____	O.S.	Application Software	Programming Language	CPU	C
21	In MS-Word _____ Is not a alignment.	Left	Right	Bottom	Justify	C
22	"Smiley face" shape is in the _____ Option of Insert Tab	Shape	Status	Formattin g	Standard	A
23	_____ can be used to set margins and indents in Document.	Status area	Ruler Line	Status Bar	Toolbar	B
24	_____ is containing of Rows and Columns.	Text Box	Rectangle	Borders	Table	D
25	_____ means distance between 'Text Matter' and 'Page Margins'.	Indent	Margin	Gap	Gutter	A