

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 30 - WPM 05-10-2024 ENGLISH 30 - WPM BATCH - 201
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Slideshow can be prepared from _____ application.	PowerPoint	File	Slide Show	Window	A
2	From which tab we can insert a audio?	Home	View	Insert	Review	C
3	ClipArt option is given in Insert Tab.	TRUE	FALSE			A
4	_____ view is available in PowerPoint	Normal	Notes Page	Reading View	All of these	D
5	State.pptx file is type of file.	MS Word	MS Excel	MS PowerPoint	MS Access	C
6	HTML is used to create ____	Machine language Program	High level program	Web Page	Web server	C
7	File is a 'Set of Data'	TRUE	FALSE			A
8	Outlook is Email Client	TRUE	FALSE			A
9	Digital Computers can give more accurate and faster results.	TRUE	FALSE			A
10	Pressing key F4 in Windows 7 will _____	Display address bar list in windows explorer	Close the active program	Open Task Manager	Rename folder	A
11	Additon of cells B4 & F7 can be done using _____ Formula	=B4*F7	=B4+F7	=B4@F7	=B4/F7	B
12	After starting MS-EXCEL, we see _____ file by default	Book1	Document 1	Presentati on1	None of these	A
13	Alignments of cell in Excel sheet can be done by _____	Files / Cells	Format / Cells	FTP / Align	None of these	B
14	All commands are given in the form of Tabs and Ribbon in EXCEL.	TRUE	FALSE			A
15	Ascending-Descending are types of _____	Indent	Alignment	Sorting	All of these	C
16	Pdf stands for _____	Portable Document Format	Parallel Document Format	Portable Data Form	None of these	A
17	Dos stands for _____	Disk Operating System	Dot Operating System	Disk Optimum System	Dot Optiplex System	A
18	Windows-7 is an _____	OS	Application	Language	Program	A

19	USB stands for _____	Universal Serial Board	Universal Serial Bus	United Secured Bus	United Secure Board	B
20	JPEG stands for = _____	Joint Photographic Experts Group	Joint Photographic Exchange Group	Joint Photographic Experts Graph	Joint Photographic Experts Group	A
21	_____ is containing of Rows and columns.	Table	Border	Text Box	Rectangle	A
22	_____ alignment is default alignment for word document	Left	Right	Justify	center	A
23	_____ is the combination of Rows and Columns.	Border	Table	TextBox	Rectangle	B
24	_____ is type of Application Software	Windows	Ms-Word	Dos	Unix	B
25	_____ is the shortcut key for manual line break.	CTRL + Enter	Alt + Enter	Shift + Enter	Space + Enter	C