

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**GCC - TBC 30 - WPM 06-10-2024 ENGLISH 30 - WPM BATCH - 301**  
**PROVISIONAL ANSWER KEY**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	You can not add specific time for each animation.	TRUE	FALSE			B
2	Various pictures can be added to slides in PowerPoint	TRUE	FALSE			A
3	The current slide no. can be seen on the _____ bar.	Title	Slider	Sorter	Status	D
4	Text shadow option is available in _____ group in Powerpoint.	Font	Clipboard	Slide	Paragraph	A
5	In _____ view sequence of slides can be changed.	Reading	Normal	Slide sorter	Outline	C
6	_____ Means respond to received mail.	Forward	Compose	Delete	Reply	D
7	The internet works on _____	Circuit	Packets	Bits	Bytes	B
8	The file extension of text file is _____	.TX	.MP3	.PPT	.TXT	D
9	The language of the Computer is in _____ Digital Signals.	0,1	0,2	0,7	8,9	A
10	Each window of web Browser is called as _____	Frame	Tab	Box	Square	B
11	Default file name in Excel workbook is _____	Document 1	File1	Book1	None of these	C
12	Delete sheet Command is given in _____ tab.	File	View	Home	Tools	C
13	Each excel file is called as workbook because _____	it contains many sheets	it contains many text files	it contains many hyperlinks	None of these	A
14	Each row in Excel has given one Number.	TRUE	FALSE			A
15	Excel file Extension XLSX means _____	Microsoft Excel Workbook	Microsoft Excel Template	Web Page	Microsoft Office Workplace	A
16	In Email an attachment can be _____	Documents	Audio files	Video files	All of these	D
17	Files means _____	Collection of various data	Collection of only files	Collection of only text	Collection of only number	A
18	A taskbar _____	cannot be locked	can be locked	can be deleted	None of these	B
19	Website is collection of _____	HTML documents	Audio files	Video files	All of these	D

20	Which of the following are features of E-mail?	Very fast	Free of charge	Quick	All of these	D
21	By default page orientation in word is_____	vertical	landscape	portrait	horizontal	C
22	By default, on which page the header or the footer is printed?	On first page	On alternate page	On every page	None of these	C
23	By using word processors you can create _____ Type of file	Presentati on	Database	Document	Worksheet	C
24	Caps Lock On is used in Word for_____	All text capital	All text small	Only first character capital	Only first character small	A
25	Chart Option is available in _____ Menu.	Home	Insert	Page Layout	View	B