

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 30 - WPM 06-10-2024 ENGLISH 30 - WPM BATCH - 305
PROVISIONAL ANSWER KEY

| Sr.No | Question | Option A | Option B | Option C | Option D | Provisional Answer |
|-------|--|--------------------------|---------------------|--------------------|---------------------------------------|--------------------|
| 1 | The zoom slider in PowerPoint can be seen on _____ bar. | Status | Title | Menu | File | A |
| 2 | Reset is inside _____ group in PowerPoint | Transition to this slide | Slide | Presentation Views | Page setup | B |
| 3 | Push is one of the _____ effect in PowerPoint | Image | Animation | Audio | Video | B |
| 4 | Presentation files have extension _____ | .txt | .xlsx | .docx | .pptx | D |
| 5 | Layout is inside _____ group in PowerPoint | Transition to this slide | Slide | Presentation Views | Page setup | B |
| 6 | File Compression Utility program _____ the file size. | Increases | reduces | keeps as it is | None of these | B |
| 7 | Sent Email is shown _____ Folder. | Inbox | Sent Mail | Spam | Outbox | B |
| 8 | Hypertext is text with many images and sounds | TRUE | FALSE | | | B |
| 9 | The last part in Email address is _____ | User Name | Domain Name | Domain Code | Domain Address | C |
| 10 | MB stands for _____ | Micro Bytes | Milli Bytes | Mega Byte | Mega Binary | C |
| 11 | How many types of horizontal alignments are possible in MS EXCEL ? | 4 | 3 | 2 | horizontal alignments can not be done | B |
| 12 | How many types of vertical alignments are possible in MS EXCEL ? | 1 | 2 | 3 | 4 | C |
| 13 | Hyperlink is used to create link the sheet | TRUE | FALSE | | | A |
| 14 | IF() function is used to place data according to any condition. | TRUE | FALSE | | | A |
| 15 | IF() function is used to place data according to any condition. | TRUE | FALSE | | | A |
| 16 | Control Unit of part of CPU. | TRUE | FALSE | | | A |
| 17 | _____ are types of mouse | Mechanical | Optical | Wireless | All of these | D |
| 18 | F12 Key of Keyboard is called _____ key. | Normal | Function Key | Text | Control | B |
| 19 | Which is world wide network? | Internet | FAX | Server | HTTP | A |
| 20 | VDU stands for - _____ | Visual Display Unit | Visual Digital Unit | Visual Data Unit | Video Data Unit | A |

| | | | | | | |
|----|--|----------------------|----------------------|---------------------------|--------------|---|
| 21 | Ctrl + Y _____ | Undo the last action | Redo the last action | add a new page | Paste | B |
| 22 | Ctrl + Z _____ | Undo the last action | Redo the last action | add a new page | Paste | A |
| 23 | Ctrl+___ is used for Left Align | A | L | C | D | B |
| 24 | Ctrl+_____ key used for selecting the whole or complete document | A | B | C | D | A |
| 25 | Ctrl+2 is used for _____ | single line spacing | Double Line Spacing | One and half line spacing | All of these | B |