

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**GCC - TBC 30 - WPM 07-10-2024 ENGLISH 30 - WPM BATCH - 403**  
**PROVISIONAL ANSWER KEY**

| Sr.No | Question   | Option A                   | Option B                 | Option C                     | Option D                   | Provisional Answer |
|-------|--|----------------------------|--------------------------|------------------------------|----------------------------|--------------------|
| 1     | To start slide show _____                                  | Slide show=>From Beginning | Insert=>Start slide show | Home=>Start Slide show       | Slide show=>End            | A                  |
| 2     | To go to previous slide press _____ key.                   | Slide No + Enter           | Pg. Up                   | Home                         | Enter                      | B                  |
| 3     | Presentation files can be made in Notepad                  | TRUE                       | FALSE                    |                              |                            | B                  |
| 4     | In which view you can see notes regarding to slide?        | Notes Page                 | Slide                    | View                         | Slide Sorter               | A                  |
| 5     | In powerpoint The different views can be found under _____ | Insert=>Presentation Views | View=>Presentation Views | Review=>Presentation Views   | None of these              | B                  |
| 6     | ATM Centers system works entirely on Mobile                | TRUE                       | FALSE                    |                              |                            | B                  |
| 7     | CD stands for _____  | Compact Drive              | Control Disk             | Compact Disk                 | Central Drive              | C                  |
| 8     | .Edu domain code is used to show ____ Site                 | Government                 | Commercial               | Education al                 | Professional               | C                  |
| 9     | We can not use computer without _____                      | Language                   | Application              | Operating System             | Files                      | C                  |
| 10    | Optical Disks are Magnetic Disks.                          | TRUE                       | FALSE                    |                              |                            | B                  |
| 11    | In Excel _____ Means instruction to perform calculations.  | Text                       | Formula                  | Number                       | Cell Reference             | B                  |
| 12    | In Excel _____ is not type of view                         | Normal                     | Page Layout              | Print Layout                 | Custom                     | C                  |
| 13    | In Excel Ctrl + U Command is used for _____                | Bold                       | Italic                   | Underline                    | Paste                      | C                  |
| 14    | In Excel Ctrl + X Command is used for _____                | Copy                       | Cut                      | Search                       | Paste                      | B                  |
| 15    | In Excel Cut option is used to _____                       | Copy and Paste             | cut and paste            | Cut                          | New                        | C                  |
| 16    | Caps Lock on means-  | All text capital           | All text small           | Only first character capital | Only first character small | A                  |
| 17    | _____ Is storage device                                    | Mouse                      | Pen Drive                | Scanner                      | Keyboard                   | B                  |

|    |   |                      |                    |  |                       |   |
|----|---|----------------------|--------------------|--|-----------------------|---|
| 18 | WWW stands for _____  | World<br>Wise<br>Web | World<br>wise work | World<br>Wide<br>Web                                 | World<br>wide<br>Work | C |
| 19 | The internet is a system of _____   | Software             | Hardware           | Interconn<br>ected<br>network<br>of<br>computer<br>s | None of<br>these      | C |
| 20 | Scanner is _____ device.  | Input                | Output             | Multifuncti<br>on                                    | None of<br>these      | A |
| 21 | ctrl+Y is the shortcut key for _____ in MS<br>Word  | undo                 | redo               | select all   | cut                   | B |
| 22 | Cut - Paste - and Copy are the same<br>processes.   | TRUE                 | FALSE              |  |                       | B |
| 23 | Different types of Underlines are available in<br>Font Group of home tab.                   | TRUE                 | FALSE              |  |                       | A |
| 24 | Document can be saved more often than<br>every 10 minutes by configuring autosave<br>option | TRUE                 | FALSE              |  |                       | A |
| 25 | Drop Cap means _____  | All Caps             | Small<br>Caps      | Title case   | None of<br>these      | D |