MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 30 - WPM 07-10-2024 ENGLISH 30 - WPM BATCH - 404
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Each entity (page) of PowerPoint is referred as _____	Slide	Page	Sheet	None of these	A
2	Default zoom available in PowerPoint is	0.5	1	1.5	Fit to Window	D
3	Close command will close only currently open presentation	TRUE	FALSE			A
4	Background Command group is in _____ Tab.	Insert	Design	Tools	File	B
5	_____ option used to display ruler line.	View	File	Slide Show	Window	A
6	We can send one email to many addresses.	TRUE	FALSE			A
7	The memory capacity of CD is _____	200 MB	650 MB to 1 GB	100 GB	200 GB	B
8	A letter of memo sent to a person or group on the internet	Shareware	Telnet	FTP	E-mail	D
9	CD and DVD are the types of _____	Magnetic Disk	RAM	Flash Memory Cards	Optical Disk	D
10	_____ Is called as calculator of computer.	Microprocessor	RAM	ROM	ALU	D
11	In Excel Default Alignment are _____	Both Numbers and Text on Left	Both Numbers and Text on Right	Numbers on Right and Text on Left	Numbers on Left and Text on Right	C
12	In Excel Default Column Width is _____	8.43 points	12.65 points	6.75 points	2.25 points	A
13	In Excel options to change the font Size ,color and Font face are available in _____	Alignment	Number	Font Group	Clipboard	C
14	In Excel Redo Short Cut key _____	Ctrl+ Z	Ctrl + Y	Ctrl + S	Ctrl + X	B
15	In Excel Sequencially Selected cells are called _____	Cell span	Line	Cell range	None of these	C
16	PDF Stands for _____	Portable Document Format	Print Document Format	Portable Document File	Portable Data Format	A
17	MPEG means _____	Motion Picture Expert Group	Midi Picture Expert Group	Motion Picture Expert Graph	Midi Picture Expert Graph	A
18	Mouse is input device.	TRUE	FALSE			A

19	In Email CC means Compose copy	TRUE	FALSE			B
20	Handheld PC and Smartphone are different.	TRUE	FALSE			B
21	F12 is_____type key	Function Key	Normal	Text	control key	A
22	F2 key is used to _____ the selected item	rename	delete	update	None of these	A
23	Font color option don't change the text color.	TRUE	FALSE			B
24	Footnotes appear in a document _____	End of document	Bottom of a Page	End of Heading	None of these	B
25	For movement of document in MS-Word we can use Scroll bars.	TRUE	FALSE			A