

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 30 - WPM 07-10-2024 ENGLISH 30 - WPM BATCH - 405
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	WMF means	Window Main File	Windows Meta File	Windows Map Frame	Window Main Frame	B
2	We can insert a pie chart in a presentation file.	TRUE	FALSE			A
3	We can include a comparison slide in _____	Access	Word	Excel	PowerPoint	D
4	Transitions can be applied to each _____	Object	Text	Slide	All of these	C
5	The notes page view is used to _____	Prepare speaker notes for the audience	View content of the presentation	Edit a single slide	All slides on one page	A
6	_____ Virus disturbs the boot sectors of the disk.	Boot	File	Blog	Bug	A
7	PDF file format was invented by _____	Microsoft	Adobe	Google	Yahoo	B
8	Folder is also known as _____	Directory	Container	Popup	icon	A
9	_____ Is a gadget provided by Windows 7.	MS Word	MS Excel	MS PowerPoint	Calendar	D
10	.org domain code is used to show _____ Site	Government	Commercial	Educational	Organizational	D
11	In Excel Short cut Command for Replace _____	Ctrl + V	Ctrl + H	Ctrl + F	Ctrl + G	B
12	In Excel Spelling option is available in _____ Menu	Insert	Review	Data	View	B
13	In Excel symbol can be inserted using _____ menu	Home	Insert	Page Layout	Review	B
14	In excel to make text bold which shortcut key is used?	Ctrl +A	Ctrl +C	Ctrl +B	Ctrl +D	C
15	In Excel Types of Sorting are _____	Increase- Decrease	High-Low	Ascending- Descending	None of these	C
16	GIF means _____	Group Interface Format	Graphic Interface Format	Graphic Interface File	Graphic Interchange File	B
17	BMP means _____	Bit files	Byte Files	Bitmap Files	Bios Files	C
18	_____ Are activities of virus	Deleting Files	Erasing Data	Corrupting Data	All of these	D

19	_____ is primary Memory	Hard Disk	RAM	Pen Drive	None of these	B
20	_____ means raw type of information	Program	Data	Information	System	B
21	For selection of a whole word_____click on the mouse	single	triple	double	None of these	C
22	Formula bar is available in MS Word.	TRUE	FALSE			B
23	From _____ Tab we can add Picture in Word documents.	Home	Insert	Formulas	Data	B
24	From _____ Tab we can insert Header and Footer.	Home	Insert	Page Layout	View	B
25	From _____ Tab you can Show or Hide Ruler.	Data	Formulas	View	Insert	C