MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 40 - WPM 04-10-2024 ENGLISH 40 - WPM BATCH - 101
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	In PowerPoint, Font size is decreased by using _____ option	home tab-styles	Home tab - alignment	Font command from home tab	None of these	C
2	Using _____ option we can set length of animation.	Timing	Speed	Duration	None of these	C
3	In PowerPoint to keep slide show on continuous play _____ option can be used.	Run	Loop	Loop Continuously until Esc.	Show Continuously until Esc.	C
4	There are 4 points to the four side of the Hanger	TRUE	FALSE			A
5	Which option on the custom animation task pane allows you to apply a preset or custom motion path?	Add effect	Emphasis	Animate now	All of these	A
6	= Lower( ) Function gives Text in capital letter.	TRUE	FALSE			B
7	= Sum (F8:F12) this function sort the values in cells range between F8 to F12.	TRUE	FALSE			B
8	_____ sorting method is used for Z to A sequence.	Ascending	Descending	Vertical	Horizontal	B
9	_____ application software is used to calculate mathematical calculations.	MS - Word	MS - Powerpoint	Spreadsheet	Image Editor	C
10	= Min (B4:B10) This will give you the smallest number of numbers in the B4 to B10 cell range.	TRUE	FALSE			A
11	_____ Is a way of sending and receiving messages using a computer.	E-mail	G-mail	M-mail	A-mail	A
12	In Computer Email is a way of _____ messages.	Copying	Sending	Delete	Downloading	B
13	._____ Includes a combination of Text, Audio, Still Images, Video & Animation	Web Authoring	Graphics	Multimedia	Project Managers	C
14	.edu .in is example of _____	educational website	Educational website in www	Educational website in India	None of these	C
15	.edu, .com, .org, .net, .gov are part of standard internet address domain code.	TRUE	FALSE			A

No.	Question	A	B	C	D	Ans
16	_____ is impact printer	Ink Jet Priters	Dot Matrix Priters	Laser Printers	Plotters	B
17	HTTP is abbreviation of _____	Hypertext transport policy	Hypertext transport permission	Hypertext transport port	Hypertext transfer Protocol	D
18	"Alt" Key is _____ Key.	Combination	Insert	Addition	Change	A
19	_____ is unit of computer memory.	cm	mm	bit	None of these	C
20	_____ is used to decode Bar Code	Bar Code Decoders	Bar Code Readers	Bar Code Printer	None of these	B
21	YOUR TEXT HERE' in the Dashed Box means ....?	Get Mathematical Formulas etc.	Word Art Option- different fonts etc.	Get Video, Audio etc	None of these	B
22	You cannot sort table by Columns	TRUE	FALSE			B
23	You can use Mail Merge tool to create _____	Letter	E-Mail	Envelope	All of these	D
24	You can use _____ option to insert merge field in document	Insert Merge Field	Merge Field	Greeting Line	Edit Recepient	A
25	You can sort the data in ascending & _____	Descending	Symmetric	Above	Below	A