

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 40 - WPM 04-10-2024 ENGLISH 40 - WPM BATCH - 103
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	To insert clipart on a slide we use _____ command in Insert Tab	Picture	ClipArt	Shapes	Chart	B
2	If we right click on text matter _____ menu will be open	File	Quick Access	Edit	Window	B
3	Title, content and Header are the components of the slide	TRUE	FALSE			A
4	Object can be rotated with _____ option from the Format Tab	Rotate	Shapes	Flip	Format	A
5	_____ view is useful to type matter on slide.	Print Layout	Outline	Normal	None of the above	C
6	_____ press when help dialog box is appear.	F1 Function Key	F11 Function Key	F2 Function Key	Ctrl Key	A
7	_____ function is used to convert the text in capital cases.	=Upper ()	=Capital ()	=Lower ()	=Case ()	A
8	_____ Bar is given at the topmost side of 'opening Screen' in Excel	Tool	Access	Title	Status	C
9	_____ option is used to get 1,2,3,4 ... Numbers in Sr. No. Column	Today	Average	Min	Autofill	D
10	_____ is valid numeric form in Match function of MS-Excel.	Match Type(0)	Match Type(1)	Match Type(-1)	All of these	D
11	_____ is shortcut key for refresh webpage.	F3	F4	F5	F6	C
12	_____ are examples of email service provider.	google	hotmail	yahoo	All of these	D
13	_____ is example of cyber crime.	Website Hack	Bank Account Hack	Mobile Hack	All of these	D
14	_____ Can be used to send and receive messages.	Word Processor	Image editor	E-mail	Windows	C
15	_____ Is a free email program that you can access from any web browser.	Gmail	Hotmail	Yahoo mail	All of these	D
16	_____ Is not input devices	Mouse	Webcamer a	Microphon e	Headphon e	D
17	_____ allows information to be shared.	Data	notepad	Network	WordPad	C
18	_____ are characteristics of computer	Speed	Accuracy	Diligence	All of these	D
19	_____ device is knows as a brain of computer.	Input Unit	Output Unit	CPU	All of these	C

20	_____ device is used to feed data and instructions to the computer	Control	Input	Output	Arithmetical & Logical	B
21	You can format each section in Ms-word	TRUE	FALSE			A
22	You can create _____ Type of file by using Word Processors.	Document	Worksheet	Database	Presentation	A
23	You can create type of file by using Word Processors.	Document	Database	Presentation	Worksheet	A
24	You can build your own equation using this _____ option	Insert Equation	Insert	Mathematical Equation	Equation	A
25	You can apply the border to image and page	TRUE	FALSE			A