

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**GCC - TBC 40 - WPM 04-10-2024 ENGLISH 40 - WPM BATCH - 104**  
**PROVISIONAL ANSWER KEY**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	You can insert Gridline in PowerPoint using _____.	Rules	Guides	Gridlines	None of these	C
2	_____ View is used to add the Notes in the slide, for our reference.	Slide	Slide show	Notes Page	Slide Sorter	C
3	WMF means Windows Metafile	TRUE	FALSE			A
4	Which of the following font effect is not available in PowerPoint font box?	Underline	Strikethrough	Shadow	Emboss	D
5	In PowerPoint, decorative part of text is added by using _____ option.	Insert-text	Insert-charts	Insert-Images	Insert-symbols	A
6	_____ is the representation of a numbers and text.	Chart	Wortart	Picture	Cliparts	A
7	_____ Is use to Find Cell data.	Ctrl+K	Ctrl+F	Ctrl+S	Ctrl+X	B
8	_____ is used for storing the chart in MS-Excel.	Table	functions	Chart sheet	Formulae	C
9	_____ option is used to step by step evaluate and analyze formula in MS-Excel.	Formula	Check Formula	Evaluate Formula	Find Formula	C
10	= lower() function is used to convert the provided text into small cases.	TRUE	FALSE			A
11	_____ Is an example of Application Software.	Interpreter	Operating System	Compiler	Browser	D
12	_____ Is the biggest Network in the world.	LAN	CAN	Internet	WAN	C
13	_____ is the most common Internet Protocol.	TCP/IP	HTML	IPX/SPX	Net/Up	A
14	_____ means contains some education information.	.com	.edu	.gov	.in	B
15	_____ is necessary to connect our Computer with Internet.	Telephone Instrument	Modem	CD Drive	Pen Drive	B
16	_____ disks uses laser technology to store the data.	Optical	Magnetic	Floppy	Hard	A
17	_____ is a small bunch of data stored on our computer by the web site.	Site	Cookies	Email	Computer	B
18	_____ is light sensitive input device	Light Mouse	Light Pen	Touch Pen	None of these	B
19	_____ is most commonly used output device	Printer	Monitor	Projector	HDTV	B
20	_____ is the smallest sized scanner to scan text matter.	Bar-code device	Portable Scanner	Xerox	Flatbed Scanner	B

21	You can apply the background color to page using _____ option	Background	Page color	color	Page	B
22	Word Processing Software is used to process the .....	Text	Presentati on	Animation	Pagemak er	A
23	Word is ..... Type of Software.	End User	Applicatio n	Antivirus	System Software	B
24	Word automatically convert first letter of a sentence small to capital	TRUE	FALSE			A
25	With use of ..... we can save a lot of time when we are working on Ms-Word?	Template s	Referenc e	Find & Select	Condition al Formattin g	A