

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 40 - WPM 07-10-2024 ENGLISH 40 - WPM BATCH - 402
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	By pressing escape key we can _____ the running slide show.	Close	start	stop	None of these	C
2	Slide Orientation command is available in _____ tab in Powerpoint.	Home	Design	Transition	View	B
3	To print a PowerPoint presentation _____ shortcut key is used.	Ctrl+P	Ctrl+V	Ctrl+C	Ctrl+A	A
4	In PowerPoint there are total _____ number of layouts in New Slides button.	2	3	9	20	C
5	Shadow effect can be given with text shadow command in _____ tab	Insert	Home	View	Review	B
6	In MS-EXCEL there are _____ Rows in one Worksheet	15000	1048576	20000	158000	B
7	In MS-EXCEL, _____ function returns the position of given value in a specific cell range.	Match	Catch	Watch	Position	A
8	In MS-EXCEL, a worksheet contains total _____ rows in it.	10,48,576	12,25,000	15,23,000	18,20,000	A
9	In MS-Excel Arranging data in specific order is called as _____	Data Manipulation	Data Abstraction	Data Certification	Data Sorting	D
10	In MS-Excel page breaks can be viewed in _____ view.	Normal	Page Break Preview	Print Break Preview	Form	B
11	Data storage capacity of flash memory cards is from _____	1MB to 10 MB	10MB to 100MB	100MB to 1GB	2GB to 64GB	D
12	Decompression of a compressed file/folder is also known as _____	Resolution	Evaluation	Interaction	Extraction	D
13	Deleted E-Mails are permanently removed from E-Mail account.	Never	Always	Sometimes	None of these	A
14	Deleted emails are shown in _____ menu.	Sent	Trash	Draft	Inbox	B
15	Destructive programs attached to spam email are called _____	Viruses	Drafts	Spams	Trash	A
16	_____ is not operating system.	Windows	Linux	Ms-Office	All of these	C
17	_____ offers online buying things from home.	Shops	Server	MS-Word	Ecommerce	D

18	_____ are also called personal computers (p.c.).	MAINFRAME COMPUTER	SUPER COMPUTER	MICRO COMPUTER	MINI COMPUTER	C
19	_____ are second fastest computers after super computers.	Mainframe	Mini Computers	Micro Computers	Super Computers	A
20	_____ are used in weather forecasting.	Mainframe	Mini Computers	Micro Computers	Super Computers	D
21	Vertical means _____ in Table	Rows	Columns	Text	Data	B
22	Using _____ option we can add color in shapes	Insert	Fill	Add	Color	B
23	Using Word processor we can create _____ type file	Database	Document	Presentation	Worksheet	B
24	Using _____ we can apply the 3D effect to the word art	3-D	3-D Rotation	3-D effect	3-D text	A
25	Use of Text-styling feature in MS-Word is called _____	Word Color	Word Font	WordArt	Word Fill	C