MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 40 - WPM 07-10-2024 ENGLISH 40 - WPM BATCH - 403
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	"Auto flow" command is available in _____ menu bar	Layout	File	Edit	Type	D
2	In PowerPoint, we can apply design theme to any one slide among the existing one.	TRUE	FALSE			B
3	In PowerPoint, audio files can be inserted using _____ option	sound	picture	image	video	A
4	Header & Footer options are given in _____ tab in PowerPoint	Windows	Insert	Slide Show	Format	B
5	_____ to the text can be given by using shadow command.	Highlight	Font Color	Shadow	None of these	C
6	In MS-Excel we can use logical functions.	TRUE	FALSE			A
7	In MS-Excel, arranging data in specific order is known as _____	Merging	Wrapping	Sorting	Filtering	C
8	In MS-Excel, displaying data satisfying specific condition is known as _____	Merging	Wrapping	Sorting	Filtering	D
9	In MS-Excel, Filter command has two types, Auto Filter and _____	Advance Filter	Merge Filter	Wrap Filter	Compound Filter	A
10	In MS-Excel, if we want to show any message after selecting any cell then _____ option is used.	Input Message	Format Message	Edit Message	View Message	A
11	Different formats of files are identified by their _____	text	sound	extension	data	C
12	Download means to copy a file from _____	Server to server	Your computer to Server	Server to your computer	All of these	C
13	Download means to copy a file from your computer to another computer	TRUE	FALSE			B
14	Each window of web browser is called as _____	Tab	Frame	Circle	Square	A
15	Email accounts separate the name and the domain with an _____ symbol.	Dot(.)	Black dots	@	And (&)	C
16	_____ are not a characteristic of computer.	Speed	Accuracy	Huge Data Storage	None of these	D
17	_____ is a video file type.	.mp4	.txt	.png	.mp3	A

18	_____ is an animation creator software.	MS-paint	Macromedia Flash	Gold Wave	Corel Draw	B
19	_____ is common name of flash drive.	Pen Drive	Memory Drive	Hard Drive	All of these	A
20	_____ is a mixture of sound, animation, graphics, text and video.	MovieMedia	Multimedia	Moving Media	MultiMixing	B
21	Use of Text-styling feature in MS-Word is called _____	Word Color	Word Font	WordArt	Word Fill	C
22	Use _____ Key to get a blank line before or after the Paragraph.	Home	Backspace	Enter	Num lock	C
23	Use _____ keys to select the document from cursor position to the end.	Ctrl + Shift + End	Ctrl + shift + Home	Ctrl + shift +F8	Shift + PgUp	A
24	Use _____ key to select only one character on right side of Cursor.	Shift + →	Shift + ←	Ctrl + →	Ctrl + ←	A
25	Use _____ Key combination to select whole document.	Ctrl+Z	Ctrl+A	Shift+A	Shift+Z	B