MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 40 - WPM 07-10-2024 ENGLISH 40 - WPM BATCH - 405
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Normal, Slide sorter, Reading view, slide show buttons are present on the status bar.	TRUE	FALSE			A
2	Slide show menu bar is present only in PowerPoint Application.	TRUE	FALSE			A
3	_____ view is useful to type matter on slide.	Print Layout	Outline	Normal	None of these	C
4	To create a new presentation by clicking File Menu _____ option	File	Open	New	Save	C
5	_____ command is available in File menu	Preference	paragraph	cut	find	A
6	In MS-Excel, using _____ command we can clear all the conditions.	Delete	Format	Clear All	Sel All	C
7	In MS-Excel, using name manager, we can _____ selected cell range.	Name	Rename	remove name	All of these	D
8	In MS-Excel, we can define new _____ for the selected cell range using name manager.	Class	Range	Value	Name	D
9	In MS-Excel, We can switch between X-Axis and Y-Axis using _____ command.	Switch Row/Column	Change Row/Column	Swap Row/Column	Exchange Row/Column	A
10	In MS-Excel, we can use cell _____ to give cell address.	reference	position	Name	number	C
11	Facebook was invented by _____ in Harvard University	Mark Babbage	Mark Zukerberg	Charles Babbage	Charles Zukerberg	B
12	Firefox browser is created by _____ company	Mozilla	Netscape	Windows	Opera	A
13	Following internet standard domain country code is used by India.	.com	.org	.net	.in	D
14	Forwarding Email is the same as replying to an Email massage.	TRUE	FALSE			B
15	Forwarding Email means sending _____	Received email	Delete email	Composed Email	None of these	A
16	_____acts as a wall in between our computer and Internet.	Network	Server	Client	Firewall	D
17	_____are the shortcuts when clicked the web site linked get open.	Graphics	Processor	Hyperlink	Editor	C
18	_____is a type of tight permission.	Biometric	email	login	payments	A

#	Question	A	B	C	D	Ans
19	_____is an example of Application Software.	Interpreter	Operating System	Compiler	Browser	D
20	_____Controls the process of break, send, reassemble the messages over internet.	Clients	Users	Protocols	Servers	C
21	Toggle case is the example of _____	Font style	Formatting	Change case	None of these	C
22	To write a text matter in Tabular Format, _____ facility provided by word	Formatting	Table	Tool	Insert	B
23	To use the pictures of different applications in MS-Office that collection of pictures is called as _____	Word Art	Clip Art	My Pictures	Google Images	B
24	To update recipient list _____ option is used	Insert Merge Field	Merge Field	Greeting Line	Edit Recepient	D
25	To undo more than one actions, _____ Is used on the Undo button of Quick Access Toolbar.	Drop-down	Drop-up	Drop-right	Drop-left	A