

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 1001

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Extension of word file is _____	.Txt	.Pptx	.Docx	.Exe	C
2	F1 - f12 keys are called : : : : .	Formula Keys	Shortcut Keys	Function Keys	None Of Above	C
3	F12 Key of Keyboard is called _____ key.	Normal	Function Key	Text	Control	B
4	Facility available on the internet is _____	Email	Notepad	Text editor	None of these	A
5	FDD stands for ____	Floppy Disk Drive	Fresh Disk Drive	Floppy Drive Disk	None of above	A
6	From : : : : .. Tab you can check Spelling and Grammar of text in the given word document.	Review	Data	Home	View	A
7	From : : : : .. Tab you can Show or Hide Ruler.	Data	Formulas	View	Insert	C
8	Get help using MS-Office 2019 _____ short key is used.	F1	F2	F3	F4	A
9	Grammatical mistakes are shown by _____	Red Line	Red Wave	Blue Wave	Green Wave	D
10	grammatical mistakes are underlined by _____ color line.	Yellow	Blue	Red	Green	D
11	Intersection of Row and Columns is called as _____	Cell	Columns	Border	Row	A
12	It is not possible to insert a column in the work area.	TRUE	FALSE			B
13	Justify is one of the type of Alignment in MS-EXCEL	TRUE	FALSE			B
14	Larger() function in MS Excel 2019 will give the maximum value from number in given cells .	TRUE	FALSE			B
15	Last column of the worksheet window is XFD.	TRUE	FALSE			A
16	In Powerpoint Screenshot Option is available in _____ Tab.	Home	Insert	View	Review	B

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
17	In PowerPoint Set Up Slide Show option is available under _____ ribbon.	Design	Review	Slide Show	Home	C
18	In PowerPoint Shadow is inside _____ group in home tab	Alignment	Font	Number	Cells	B
19	In Powerpoint Slide Master Option is available in _____ Tab.	Home	Insert	View	Review	C
20	In Powerpoint Slide Number Option is available in _____ Tab.	Home	Insert	View	Review	B
21	Each window of web Browser is called as _____	Frame	Tab	Box	Square	B
22	E-Mail accounts separate the name and the domain with an _____ symbol.	Dot(.)	Black dots	And (&)	@	D
23	Email ID also called as login ID or User ID	TRUE	FALSE			A
24	Email is a way of sending and receiving messages using a computer.	TRUE	FALSE			A
25	Email is short for Electric mail	TRUE	FALSE			B