

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 1002**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Fifth generation of computer introduced _____	Vaccum Tube	Transistors	Artificial Intelligence	Microprocessors	C
2	Files means _____	Collection of various data	Collection of only files	Collection of only text	Collection of only number	A
3	Files or Folders can be zipped.	TRUE	FALSE			A
4	Files or Folders cannot be zipped.	TRUE	FALSE			B
5	First Generation Computers period is _____	1800-1890	1940 -1956	1956-1965	1965-1995	B
6	Grammatical mistakes identified with _____	Red lines	Red wave	Blue Wave	Green wave	D
7	grammer mistakes are underlined by _____ curly line.	Yellow	Blue	Red	Green	D
8	Grammer mistakes does not checked by MS-Word	TRUE	FALSE			B
9	gridlines can be displayed or hidden using ___ tab in MS Word 2019 .	review	view	layout	mailing	B
10	Header And Footer are displayed in _____ View.	Print Layout	Normal	Outline	Web Layout	A
11	List of different font is given under Drop down Arrow of _____ Button.	Insert	Formulas	Font	Data	C
12	Max() function is used to find _____ number	Largest number	smallest number	middle number	zero number	A
13	Merge & center button is available in home tab in MS Excel 2019 .	TRUE	FALSE			A
14	Min() function in MS Excel 2019 will give the minimum value from number in given cells value .	TRUE	FALSE			A
15	More than one selected _____ Group as called as Cell Range.	Row	Cells	Column	Table	B

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16	In PowerPoint Smart Art can be inserted from _____ Tab.	Illustrations	Links	Text	Images	A
17	In PowerPoint Smart Art can be inserted from Insert Tab ----- Group.	Illustrations	Links	Text	Images	A
18	In PowerPoint Spelling checker is available under _____ribbon.	Review	Design	Slide Show	Transitions	A
19	In PowerPoint the arrangement of elements such as title and subtitle, comparison, two content etc. is known as _____	Layout	Animation	Transition	None of These	A
20	In PowerPoint the bar on which the name of Program and Presentation is given is called as -----	Status Bar	Ribbon	Quick Access Toolbar	Title bar	D
21	Email is used to communicate over the Internet.	TRUE	FALSE			A
22	E-mail means _____	Electric mail	Excellent mail	Electronic mail	Emergency mail	C
23	Email received us is shown in ____ folder.	Inbox	Outbox	Sent Mail	Trash	A
24	E-Mail received us is shown in _____ Menu.	Outbox	Inbox	Sent Mail	Trash	B
25	Email received us is shown in Inbox.	true	false			A