

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 1003

| Sr.No | Question | Option A | Option B | Option C | Option D | Provisional Ans. |
|-------|--|----------------------------|---------------------------|----------------------|---------------------------|------------------|
| 1 | First generation of computer consist of _____ | Vaccum Tube | Transistors | Integrated Circuits | Microprocessors | A |
| 2 | Flash drive and ROM are same | TRUE | FALSE | | | B |
| 3 | Flash drive has _____ port. | Ps/2 | Lan | Usb | None Of Above | C |
| 4 | Flash drive means _____ | Pen Drive | Cd/Dvd | Harddisk | None of these | A |
| 5 | Flash memory cards are used in _____ | Mobile Phones | Digital Camera | Mp3 Players | All Of Above | D |
| 6 | Headers and Footers are displayed in _____ view. | Web Layout | Print Layout | Normal | Outline | B |
| 7 | Home tab group is not useful for changing font,font size of the selected matter. | True | False | | | B |
| 8 | How can you break the current column and start a new column immediately? | Press Ctrl + Shift + Enter | Press Alt + Enter | Press Ctrl + Enter | Press Alt + Shift + Enter | A |
| 9 | How can you increase the font size of selected text by one point every time? | By pressing Ctrl +] | By pressing Ctrl + [| By pressing Ctrl + } | By pressing Ctrl + { | A |
| 10 | How do you insert a Text Box in a document? | Insert - Tools- Text Box | Insert - Object- Text Box | Insert - Text Box | Insert - Text - Text Box | D |
| 11 | More than one selected cells group are called as _____ | Cell Range | Row | Column | Table | A |
| 12 | MS Excel 2019 is operating system software. | TRUE | FALSE | | | B |
| 13 | Ms Excel Extension is _____ | .pdf | .xlsx | .pptx | none | B |
| 14 | MS Excel is _____ Type of Application Software | Word Processor | Spreadsheet | Image Editor | Presentation Marker | B |
| 15 | MS-Excel is _____ type of Application Software. | Word Processor | Spreadsheet | Image Editor | Presentation Maker | B |

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|-------|---|----------------------------|--------------------------|----------------------------|---------------|------------------|
| 16 | In powerpoint The different views can be found under _____ | Insert=>Presentation Views | View=>Presentation Views | Review=>Presentation Views | None of these | B |
| 17 | In PowerPoint the duration is inside _____ group. | Timing | Font | Presentation Views | Page setup | A |
| 18 | In PowerPoint the file menu consist of _____ | Open, Save, Print | Undo, Redo | Cut, Copy, Paste | None of these | A |
| 19 | In PowerPoint there are total ----- number of layouts in New Slides button. | 10 | 8 | 9 | 12 | C |
| 20 | In PowerPoint thesaurus is available under _____ ribbon. | Home | Insert | Review | Slide Show | C |
| 21 | E-Mails sent to other accounts are shown in _____ menu. | Inbox | Outbox | Trash | Sent Item | D |
| 22 | ESC key is used for stop in Internet Explorer. | true | false | | | A |
| 23 | Every Web Site has a unique address. Which is called? | Hyperlinks | IP Address | URL | Domain | C |
| 24 | F1 To F12 are _____ keys. | Formal | Function | Format | Forward | B |
| 25 | F5 Shortcut key is used to _____ Webpage. | Stop loading | Change | Stop Refresh | Refresh | D |