

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 1004

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Floppy Disk have various platters (disks) instead of one.	TRUE	FALSE			B
2	Folder can have many subfolders and files.	TRUE	FALSE			A
3	Folders can be sorted by _____	Name Wise	Date wise	Item wise	All of these	D
4	Following are not examples of Operating Systems	Windows	Unix	Linux	MS-Office	D
5	Following are parts of Mouse _____	Left Click	Scroll Wheel	Right Click	All of the above	D
6	How many different positions can you set for drop cap?	1	2	4	6	B
7	If you want to apply different shapes designs to the text we can use _____ features in Word 2019	WordArt	Drop cap	clip art	all the above	A
8	If the mouse moves in _____ The pointer look 'I-Beam' Shapes	Page Area	Tabs-Ribbons	Status Bar	Title Bar	A
9	If we want to replace the given word then use the option of _____ in MS Word 2019 .	copy	select	replace	wrap text	C
10	If we want to apply different shapes, designs to the text we can use _____ feature in MS-Word 2019.	Design Art	Word Art	stylish Art	text Art	B
11	MS-Excel is Spreadsheet type of _____ Software.	System Software	Application Software	Software	None of these	B
12	New comment can be inserted from _____	View Tab	Review Tab	Data Tab	Formula Tab	B
13	New option is available in _____ Menu	Insert	File	View	Tools	B
14	Only _____ is provided in chart Sheet type of Sheet.	Worksheet	Macrosheet	Graph	All of these	C

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15	Only Graph is provided in _____ Type of Sheet.	Worksheet	Chartsheet	Macrosheet	None of these	B
16	In PowerPoint timing rehearse option is available under _____ ribbon.	Slideshow	Review	View	Design	A
17	In PowerPoint to change the spaces between line or paragraph select the matter and select line spacing from ____ option.	Paragraph	Font	Alignment	Number	A
18	In PowerPoint translate tool is available under _____ ribbon.	Insert	Animations	View	Review	D
19	In PowerPoint underline is inside _____ group in home tab	Alignment	Font	Number	Cells	B
20	In PowerPoint videos can be inserted using _____	From File	From Website	From ClipArt Video	All of These	D
21	Facebook is _____	Name of Web Site	Name of search engine	Name of protocol	Type of network	A
22	Fiber optic cable is more safe than coaxial cables.	TRUE	FALSE			A
23	File Compression Utility program _____ the file size.	Increases	reduces	keeps as it is	None of these	B
24	File is a 'Set of Data'	TRUE	FALSE			A
25	File management is performed by _____	Compiler	Operating System	Interpreter	Virus	B