

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 101

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	----- is an example of application software.	Linux	WORD Processor	OS	Compiler	B
2	----- is used for data reading on CD.	CD Drive	Floppy Drive	Hard Drive	Pen drive	A
3	----- is used to transfer data from one computer to other computer.	Pen Drive	Floppy	Optical Disk	All of Above	D
4	----- types of computers does the data interpretation in form of 0 & 1.	Digital	Analog	Hybrid	Logic	A
5	_____ is Secondary storage device	Hard Disk	Memory Card	Pen Drive	All of these	D
6	_____ can you disable extended selection mode	Press F8 again to disable	Press Del to disable	Press Esc to disable	Press Enter to disable	C
7	_____ item appears dimly behind the main body text	Water Color	Background	Watermark	Back Color	C
8	_____ items are placed at the end of a document	Footer	Foot Note	End Note	Header	C
9	_____ Is made up of Rows and Columns.	Text Box	Rectangles	Borders	Table	D
10	_____ Means distance between Text Matter and Page Margins.	Indent	Margin	Gap	Gutter	A
11	Each row in Excel has given one Number.	true	false			A
12	_____ Collection is called as Workbook.	Worknote-Book	Work Document	Chart Book	Worksheet	D
13	_____ Means in built formula basically available in Excel.	Programs	Value	Figures	Functions	D
14	_____ Means instruction to perform calculations.	Text	Formula	Number	Cell Reference	B
15	_____ Means in built formula basically available in Excel.	Programs	Value	Figures	Functions	D

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
16	_____ keys is used for Help option.	Help	find	search	move	A
17	----- to the text can be given by using shadow command.	Highlight	Font Color	Shadow	None of these	C
18	MS- PowerPoint is useful for making _____ at professional level.	Presentation	Webpage	Processing	Video	A
19	_____ option used to display ruler line.	View	File	Slide Show	Window	A
20	----- are printed notes of speech referred by the Speaker in the meeting.	Notes	Speaker's Notes	Listener's Notes	Notations	B
21	_____ Is a way of sending and receiving messages using a computer.	G-mail	E-mail	M-mail	Google	B
22	In Computer E-Mail is a way of _____ messages.	Sending	Copying	Moving	Downloading	A
23	Process of saving files to your computer from the internet is called _____	Uploading	Downloading	Installing	Unzip	B
24	"HTML" is acronym for what?	Hypertext Markup Loop	High Tone Modifier Loop	Hypertext Markup Language	None of the above	C
25	"WWW" is an acronym for what?	Wide World Web	Web Wide World	World Web Wide	World Wide Web	D