

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 102

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ means P4, 1.7 GHz.	Pentium IV Processor, Clock Speed 1.7 GHz	P-4, 1.7 Speed	1.7 Speed, P-4	P-IV-1.7 Speed	A
2	_____ an example of computer Antivirus.	Data	Quick Heal	Memory	Floppy & CD	B
3	_____ and printer are commonly used output devices.	Monitor	Unix	Windows	Webcam	A
4	_____ are the input devices.	Keyboard	Mouse	Scanner	All of Above	D
5	_____ are the output devices.	Printer	Monitor	Speaker	All of Above	D
6	_____ is not a font style.	Bold	Italics	Regular	Superscript	D
7	_____ is the extension of Word files?	FIL	DOT	.Docx	TXT	C
8	_____ is not the Section Break Option?	Next Page	Previous Page	Odd Page	Even Page	B
9	_____ is not valid version of MS Office	Office XP	Office Vista	Office 2007	None of these	B
10	: : : : . of the following helps to reduce spelling error in the document?	Auto Format	Auto Correct	Smart Tags	Auto Text	B
11	_____ Means instruction to perform calculations.	Text	Formula	Number	Cell Reference	B
12	_____ Option is available only in MS-Excel Window.	Status Bar	Title Bar	Menu Bar	Formula Bar	D
13	= Lower() Function use to convert text in to _____ case.	Capital	Small	Big	Upper	B
14	= Now(), is a function used to get the current _____	system time	time	date	None of these	A
15	= Today(), is a function used to get the current _____	Year	Date	Month	Time	B

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16 is present besides the PowerPoint logo on Title bar.	Status Bar	Ribbon	Quick Access Toolbar	Title bar	C
17 is very useful software for making presentations (Slides, handout etc.) at professional level.	MS-Word	MS-Excel	MS-PowerPoint	MS-Access	C
18 means the effects given in Slide, regarding how the Objects appear during Slide show.	Animation	Transition	World Art	Clip Art	A
19 Menu is available only in PowerPoint.	Window	View	Slide show	Format	C
20 view is useful to type matter on slide.	Print Layout	Outline	Normal	None of these	C
21 Are types of Mouse.	Mechanical Mouse	Optical Mouse	Wireless Mouse	All of these	D
22	.Com domain code is used to show ___ Site	Government	Commercial	Educational	Professional	B
23	.com is an example of domain name address.	TRUE	FALSE			B
24	.com, .edu, .org, .net, .gov are part of domain code.	TRUE	FALSE			A
25	.Edu domain code is used to show ___ Site	Government	Commercial	Educational	Professional	C