

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 105

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	WWW stands for _____	World Wise Web	World wise work	World Wide Web	World wide Work	C
2	"Alt" Key is _____ Key.	Combination	Insert	Addition	Change	A
3	"Control" Key is _____ Key.	Enter	Insert	Addition	Combination	D
4	"PARAM" is the _____ computer	Super	Micro	Mini	Mainframe	A
5	"UNICODE" is types of _____	Application	Program	Font	File	C
6	_____ is the extension of Word files?	FIL	DOT	DOC	TXT	C
7	_____ is the short cut key to open Font dialog box.	Ctrl + F	Alt + Ctrl + F	Ctrl + D	Ctrl + Shift + D	C
8	_____ Is a blinking straight line where we can type the matter.	Insertion Pointer	Bar Tab	Insertion Tab	Point	A
9	_____ is not valid version of MS Office	Office XP	Office Vista	Office 2007	None of above	B
10	In MS Word, Ctrl+S is for _____	Scenarios	Size	Save	Spelling Check	C
11	_____ Option is available only in MS-Excel Window.	Status Bar	Title Bar	Menu Bar	Formula Bar	D
12	_____ Means instruction to perform calculations	Text	Formula	Number	Cell Reference	B
13	_____ data type cannot be used as a data a cell.	Text	Formula	Tree	Number	C
14	_____ Bar is given at the topmost side of 'opening Screen' in Excel	Status	Title	Access	Tool	B
15	_____ means set of different formatting effects.	Style	Font Size	Font Group	Font	A
16	_____ View is used to adjust or arrange the matter in the slide.	Slide	Slide show	Outline	Slide Sorter	C
17	_____ view is useful to create a slide	Outline	Normal	Print Layout	None of Above	B

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18Menu is available only in PowerPoint.	Window	View	Slide Show	Format	C
19	.ppt extension is for _____ software files.	Ms Excel	Ms PowerPoint	Ms Presenter	Ms Word	B
20	.pptx is the extension of _____	Excel	Access	PowerPoint	Word	C
21	___ Is the machine that makes www documents available.	Server	Printer	Monitor	Mouse	A
22	___ shortcut key is used for refresh in Internet Explorer	F1	F12	F3	F5	D
23	___ Folder shows the received Emails of Email account.	Inbox	Outbox	Sent Mail	Trash	A
24	___ is an example of Application Software.	Interpreter	Operating System	Compiler	Browser	D
25	___ is Search Engine.	World Wide Web	HTTP	HTML	Gopher	D