

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 201

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	.Avi is extension of _____ file.	Image	Audio	Audio Video	None Of Above	C
2	.bmp is ----- file extension.	MS-paint	Photoshop	Coral draw	PageMaker	A
3	.Bmp is extension of _____ file.	Bitmap	Executable	Wordpad	None Of Above	A
4	.Docx is _____ file extension.	Notepad	Word 2003	Word 2007 to 2019	Word 97	C
5	.exe file can be used to attached with E-mail.	TRUE	FALSE			B
6	In MS-Word 2019 _____ Is not a alignment.	Left	Right	Bottom	Justify	C
7	we can select page border style using option in _____ tab in MS Word 2019 .	page border tab	page layout tab	Border Tab	alignment tab	B
8	you want to cut some matter to move another place : : : .used.	cut	close	delete	up	A
9	"Smiley face" shape is in the _____ Option of Insert Tab	Shape	Status	Formatting	Standard	A
10	_____ can be used to set margins and indents in Document.	Status area	Ruler Line	Status Bar	Toolbar	B
11	_____ options are available under freeze panes in view tab?	freeze panes	freeze top row	freeze first column	All of these	D
12	_____ Can be used for different mathematical calculations in Excel.	Autofill	Text	Mid	Formula	D
13	_____ Types of orientation are available in Ms-Excel	3	2	4	5	B
14	_____ application is most suited for a bar chart	Word Processor	Database	DOS	Spreadsheet	D
15	_____ Bar is given at the top side of 'Opening screen' in Excel	Status	Title	Access	Tool	B

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
16	.pptx is the extension of Power Point	TRUE	FALSE			A
17	_____ view is used to adjust or arrange the matter in the slide.	Slide	Slide Show	Outline	Slide Sorter	C
18	_____ are Transitions available in MS - Powerpoint	Fade	Push	Wipe	All of these	D
19	_____ option is used to see slide show at some particular time interval.	Time	Rehearse Time	Automatic	Watch	B
20	_____ view is useful to create a slide	Outline	Normal	Print Layout	None of these	B
21	_____ key is used to see all the list of Internet Addresses.	F1	F2	F3	F4	D
22	_____ Option is used to store incomplete or temporary message in E-Mail.	Draft	Inbox	Sent Box	None of above	A
23	_____ is a worldwide system of network.	LAN	Internet	Bluetooth	Infrared	B
24	_____ Is an application software.	Internet Explorer	Interpreter	Complier	Hyperlink	A
25	_____ Is an example of system software.	Word processor	spreadsheet	presentation	Unix	D