

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 202

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	.Midi is extension of _____ file.	Text	Musical Instrument Digital Interface	Bitmap	None Of Above	B
2	.txt is ----- file extension.	Word	Notepad	PowerPoint	Photoshop	B
3	_____ Is unit of computer memory	Bytes	Mega	Gita	None Of Above	A
4	_____ is used to transfer data from one PC to another	Scanner	Printer	Pen Drive	All of above	C
5	_____ was the first electronic messaging system.	Postcard	Email	Envelope	None of these	B
6	_____ is containing of Rows and Columns.	Text Box	Rectangle	Borders	Table	D
7	_____ means distance between 'Text Matter' and 'Page Margins'.	Indent	Margin	Gap	Gutter	A
8	_____ option cancels previous action in msword.	copy	paste	Formatting	undo	D
9	_____ Bar is displayed in the bottom side of Microsoft word application window	Title Bar	Status Bar	Scroll Bar	Format Bar	B
10	_____ Cannot be resized.	Dialog box	Window	Word	Wizard	A
11	_____ Can be used for different mathematical calculations in Excel.	Autofill	Text	Mid	Formula	D
12	_____ data type cannot be used as a data a cell.	Text	Formula	Tree	Number	C
13	_____ features displays total of selected cell values on status bar-	AutoCal	Add	Autosum	Sum	D
14	_____ Function converts the number into nearest integer.	if()	Min()	Round()	int()	D

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15	_____ Function makes the number in the brackets round to the number upto specific digits.	= IF()	= Max()	= Round()	= Ceiling()	C
16	_____ View is useful to type matter on slide.	Normal	Print Layout	Outline	None of the above	A
17	_____ is Power Point file extention.	.docx	.pptx	.mdb	.bmp	B
18	_____ Layout can be used to insert picture with its description.	Comparison	Title Slide	Picture with Caption	None of these	C
19	_____ shows slides in full screen	Zoom	Show	Slide Show	All of these	C
20	_____ option can be selected from the slides group too organize your slides into different sections.	Sections	layout	reset	new slide	A
21	_____ is the biggest Network in the word.	LAN	MAN	Internet	WAN	C
22	_____ Button is used to reload the web page on the Browser	Home	Backward Arrow	Refresh	Forward Arrow	C
23	_____ is brain of a computer system.	CPU	Input Unit	Output Unit	Memory Unit	A
24	_____ is a Microsoft's web Browser that install with windows by default.	Internet Explorer	Google Chrome	Opera	Mozilla Firefox	A
25	_____ is a world Wide system of network.	LAN	Cyberspace	World Wide Web	Intercom	C