

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 203

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ Is not input devices.	Keyboard	Mouse	Printer	Microphone	C
2	_____ allows information to be shared.	Data	notepad	Network	WordPad	C
3	_____ Are input devices.	Keyboard	Mouse	Scanner	All Of Above	D
4	_____ Are types of flash memory cards	Sd	Mmc	Memory Stick	All of these	D
5	_____ is example of programming language	MS-Word	C++	Paint	Notepad	B
6	_____ command is present in home tab	sort	page number	margin	orientation	A
7	_____ is the default number of lines to drop for drop cap.	3	10	15	20	A
8	_____ is used for to refresh the active window	F5	F6	F1	F2	A
9	_____ is used to cancel the changes	ESC	delete	next	None of these	A
10	_____ of the following is not valid version of MS Office?	Office 2003	Office Vista	Office 2019	Office 2007	B
11	_____ Function makes the text given in the brackets converted into capital cases and inserted in the cell	Lower()	Capital()	Upper()	Case()	C
12	_____ Function makes the text given in the brackets converted into small cases and inserted in the cell	Upper()	Capital()	Lower()	Case()	C
13	_____ Functions converts the number into nearest integer.	=Int()	=If()	=Max()	=Round()	A
14	_____ is the correct option to sort data after selecting it in MS Excel 2019 .	page layout tab and click on sort	click on view tab -> sort button	review tab -> sorting data	data tab -> sort & filter	D

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15	_____ Means in built formula basically available in Excel.	Programs	Value	Figures	Functions	D
16	_____ View is used to adjust or arrange the matter in the slide.	Slide	Slide show	Outline	Slide Sorter	C
17	_____ Transitions available in MS PowerPoint	Honeycomb	Glitter	Vortex	All of these	D
18	_____ various Transitions available in MS PowerPoint	Shred	Switch	Flip	All of these	D
19	_____ are Transitions available in MS PowerPoint	Fade	Push	Wipe	All of these	D
20	_____ can be inserted in PowerPoint presentation.	Paper	Page	Hyperlink	None of these	C
21	_____ Is an example of Microprocessor.	Linux	Unix	C++	Cyrix	D
22	_____ Is an example of programming language.	Unix	Windows NT	C++	Linux	C
23	_____ is an example of external memory.	RAM	ROM	Cache	DVD	D
24	_____ were used in fourth generation computers.	Vacuum Tubes	Transistors	Integrated Circuits	Microprocessors	D
25	_____ were used in second generation computers.	Vacuum Tubes	Transistors	Integrated Circuits	Microprocessors	B