

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 204

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ indicates signal is off	0	1	Off	Switch	A
2	_____ is extension of Notepad file.	.docx	.xlsx	.pptx	.txt	D
3	_____ Is storage device	Mouse	Pen Drive	Scanner	Keyboard	B
4	_____ Keys are combination keys	Ctrl	Alt	Shift	All of these	D
5	_____ operations are mathematical calculations	Bitwise	Arithmetic	Logical	Binary	B
6	_____ option copies the selected text in MS Word 2019	paste	selected	copy	format	C
7	_____ tab is used to insert the shapes into the document.	Insert	Tools	File	Design	A
8	_____ tab is used to insert the wordart into the document.	Home	Insert	Data	View	B
9	_____ indicates two lines of spacing in between two lines of text in MS Word 2019 .	20	2.0	20	1.2	B
10	_____ is blinking straight line where we can type the matter	Arrow	cursor	blink	None of these	B
11	_____ means set of different formatting effects.	Style	Font Size	Font Group	Font	A
12	_____ option helps us to fit more of the data on lesser number of the pages	Print Titles	Scale to Fit	Break	Print Area	B
13	_____ Option is available only in MS_EXCEL Window.	Status Bar	Formula Bar	Menu bar	Title Bar	B
14	_____ option is used to get 1,2,3,4 Numbers in Sr.No. Column.	Autofill	MIN	Average	Today	A

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15	_____ Types of orientation are available in Ms-Excel	3	2	4	5	B
16	_____ is available only in Powerpoint.	Slide Show	Window	View	Format	A
17	_____ is extension for Presentation in Office 2019	.docx	.pptx	.accdb	.prst	B
18	_____ is used to create best presentation.	MS Word	Excel worksheet	Notepad	Powerpoint	D
19	_____ is used to create business presentations	MS Word	MS Excel	MS PowerPoint	MS Presenter	C
20	_____ view is not available in PowerPoint	Normal	Web Layout	Reading View	None of these	B
21	_____ were used in third generation computers.	Vacuum Tubes	Transistors	Integrated Circuits	Microprocessors	C
22	_____ Cables are more safe than coaxial cables	Twisted Pair	Fiber-Optic	Shield Twisted Pair	None of these	B
23	_____ E-Mails are shown in trash menu.	Sent	Inbox	Delete	Draft	C
24	_____ Is a collection of files and subfolders.	Data	Group	Set	Folder	D
25	_____ Is a special function key available on the keyboard.	Pause	Tab	Esc	F10	D