

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 301**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ are not names of Antivirus program.	Norton	Quick Heal	Net Protector	MS-Word	D
2	_____ Are types of micro computers.	Desktop	Laptop	Handheld	All Of Above	D
3	_____ are types of mouse	Mechanical	Optical	Wireless	All of these	D
4	_____ device is specially used to play games on computer	Mouse	Joystick	Keyboard	None of above	B
5	_____ is called photoelectric scanners.	Pen Scanner	Bar code reader	Portable Scanner	Flatbed scanner	B
6	_____ shows print preview in MS Word 2019	insert tab	design tab	review tab	file menu	D
7	_____ Is not a font face.	Bold	Arial	Calibri	Times New Roman	A
8	_____ Is the shortcut key to "Center Align".	Ctrl + G	Ctrl + C	Ctrl + E	Ctrl + H	C
9	_____ Line spacing means between two lines there is the spacing of only one line.	1.0 (Single)	1.5	2.0 (Double)	4	A
10	_____ shortcut key is used to spell check in MS-Word	F1	F2	F7	F8	C
11	___ Means in built formula basically available in Excel	Programs	Value	Figures	Functions	D
12	: :. is used to cancel the changes in MS-Excel	ESC	delete	next	None of these	A
13	15 points is the default height of _____	Column	worksheet	row	cell	C
14	A bar displays content and formula in active cell is called ---- bar	Status	Formula	Address	Title	B
15	A bar which is displayed at the right side of the name box is called as ___ in MS Excel 2019 .	name bar	address bar	formula bar	no such bar is displayed in MS Excel 2019 .	C
16	_____ view is not available in PowerPoint	Normal	Notes Page	Draft	None of these	C

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
17	_____ means the effects given in slide, regarding how the objects appeared during slide show.	Animation	Transition	Word art	clipart	A
18	_____ option is used to see slide show at some particular time pause.	Time	Rehearse Time	Automatic	Watch	B
19	_____ can be created using PowerPoint.	Document	Database	Handouts	Picture	C
20	_____ view is available in PowerPoint	Slide Mater	Handout Mater	Notes Master	All of these	D
21	_____ means contains some education information.	edu	com	gov	net	A
22	_____ means government Web Site.	edu	net	gov	com	C
23	_____ shortcut key is used for refresh in Internet Explorer.	F1	F5	F12	F3	B
24	_____ Shows a location address on the Browser.	Server	Postal Address	E-Mail Address	Address Bar	D
25	_____ Can be used to send and receive messages.	Word Processor	Image editor	Windows	E-mail	D