

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 303

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ means raw type of information	Program	Data	Information	System	B
2	_____ Printer is used to print images like engineering drawing, maps etc.	Plotter	Inkjet	Dot Matrix	Laser	A
3	_____ Are most powerful and efficient computers	Super Computer	Mainframe Computer	Mini Computer	Micro Computer	A
4	_____ Are types of computer	Digital	Analogue	Both A And B	None Of Above	C
5	_____ Are types of keyboard.	Ergonomic	Flexible	Wireless	All of these	D
6	_____ Line spacing is invalid in MS-Word.	Multiple	Single	Double	Five	D
7	_____ alignment is default alignment for word document	Left	Right	Justify	center	A
8	_____ is the combination of Rows and Columns.	Border	Table	TextBox	Rectangle	B
9	_____ Means distance between 'Text Matter' and 'Page margins'.	Indent	Margin	Gap	Gutter	A
10	_____ is containing of Rows and Columns.	Text Box	Rectangles	Borders	Table	D
11	A Worksheet may contain many Workbook	TRUE	FALSE			B
12	Addition of cells B4 & F7 can be done using _____ Formula	=B4*F7	=B4+F7	=B4@F7	=B4/F7	B
13	After starting MS-Excel 2019, we see _____ file by default	Book1	Document1	Presentation1	None of these	A
14	Alignments of cell in Excel sheet can be done by_____	Files / Cells	Format / Cells	FTP / Align	None of these	B
15	All commands are given in tab and ribbon format in MS Excel 2019 .	TRUE	FALSE			A

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
16	_____ Menu is available only in PowerPoint.	Window	View	Slide show	Format	C
17	_____View is used to add the Notes in the slide, for our reference.	Slide	Slide show	Notes Page	Slide Sorter	C
18	: : : .means the effects given in slide, regarding how the objects appeared during slide show.	Animation	Transition	Word Art	Clip Art	A
19	: : : : : .. option can be used to create a new slide show with the current slide but presented in a different order.	Custom Show	Slide Show Setup	Slide Show view	Action Settings	A
20	A default blank presentation file has name 'Presentation1'	TRUE	FALSE			A
21	_____ Is an example of programming language.	Binary	Java	Bite Code	Bit Code	B
22	_____ Shows information on the screen of a computer.	Monitor	Mouse	Printer	Scanner	A
23	_____ Unit controls all parts of a computer.	Input	Output	Control	Memory	C
24	_____ Virus disturbs the boot sectors of the disk.	Boot	File	Blog	Bug	A
25	_____ are two important parts of E-Mail	Subject and body	Subject and reference	Reference and message	Reference and body	A