

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 305

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ Is primary memory.	RAM	ROM	CACHE	All Of Above	D
2	_____ Is volatile memory.	RAM	ROM	CACHE	None Of Above	A
3	_____ Are activities of virus	Deleting Files	Erasing Data	Corrupting Data	All Of Above	D
4	_____ Are parts of binary system	5	3	4	None Of Above	D
5	_____ Can contain many files.	Folder	Basket	Box	None Of Above	A
6	_____ means readymade formats provided by words.	WordArt	font styles	Font size	Template	D
7	_____ are the filter option	AutoFilter	CustomerFilter	AdvanceFilter	All of these	D
8	_____ bar displays name of document with program name	Menu	Task	Title	status	C
9	_____ comes under View tab in MS Word 2019	print layout	mailing	spelling	table	A
10	_____ is the shortcut key for closing document in MS-Word	CTRL+A	CTRL+Z	CTRL+Y	CTRL+W	D
11	At the Left side of the Zoom Slider, we see _____ Bar	Scroll bar	Title Bar	Task Bar	Status Bar	D
12	At the right side of the sheet tabs, we get the horizontal : : : : : : : : : : Bar	Tool Bar	Scroll Bar	Title Bar	Status Bar	B
13	Auto Sum option is available in _____	Formula	Data	Insert	None of these	A
14	Autofill Option is used to get 1,2,3,4 : : : : Numbers in : : : : : Column.	Serial Number	Down	Up	None of the above	A
15	Autosum button is available in data tab in MS Excel 2019 .	TRUE	FALSE			B

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
16	Arrange command is available in _____ group in PowerPoint	Font	Paragraph	Drawing	Editing	C
17	As soon as clipart is inserted, free rotate button / option is available.	true	false			A
18	Background Command group is in _____ Tab.	Insert	Design	Tools	File	B
19	Background group is in _____ Tab.	Insert	Design	Tools	File	B
20	Background Styles command is available in _____ tab in PowerPoint	Home	Insert	Transition	Design	D
21	_____ is the most common internet protocol.	HTML	TCP/IP	IPX/SPX	NetBEUL	B
22	_____ is Web Browser software	Internet Explorer	MS Word	MS Excel	MS PowerPoint	A
23	_____ shortcut key is used to see all the list of Internet Addresses.	F1	F2	F4	F6	C
24	_____ Is a gadget provided by Windows 10.	MS Word	MS Excel	MS PowerPoint	Calendar	D
25	_____ Is called as calculator of computer.	Microprocess or	RAM	ROM	ALU	D