MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 401

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ Disturbs data, stop or disturb functioning of pc	Virus	Antivirus	Software	Hardware	A
2	_____ Is not operating system.	Windows	Linux	Ms-Office	All Of Above	C
3	_____ Is not type of electronic device	Computer	Mobile	Typewriter	None Of Above	C
4	_____ Is pointing device.	Mouse	Keyboard	Scanner	None Of Above	A
5	_____ Is type of electronic device	Computer	Laptop	Mobile	All Of Above	D
6	_____is used for performing menu operations through GUI	Toolbar	Taskbar	Stock chart	None of these	A
7	_____press when help dialog box is appear	F4	F3	F1	F2	C
8	_____shortcut key is used for cut the text in MS Word 2019	ctrl + x	ctrl + t	ctrl + c	ctrl + u	A
9	_____tab is used for ruler show and hide	Data	Formula	View	Insert	C
10	____Following option is not available in insert-picture.	Chart	Graph	Clipart	word art	B
11	Below the _____ area, we get sheet Tabs	worksheet	Cell	Row	Column	A
12	Below the worksheet area, we get _____	Name Box	Tabs	Formula Bar	Sheet Tabs	D
13	Bold is used to make the selected text as ___	Bold	Italic	Bold & Italic	Black	A
14	By Pressing Ctrl + S , _____ action is done.	Open file	new file	Save file	Exit file	C
15	By Pressing Home Key Cell Pointer move to first Cell of current Row.	true	false			A
16	Below the slide pane we get the _____ Pane	Slide	Outline	File	Notes	D
17	Below the slide pane we get the Outline Pane.	True	False			B

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18	Blank slides contain some default -------------- for inserting Text / Picture/Objects etc.	Dotted Lines	Dotted Circle	Dotted box	Dots	C
19	Blank, Comparison, Title only etc. are the types of slide layouts in PowerPoint.	true	false			A
20	Blinds, Honecomb, Cube, Doors are some of the Transition effects in PowerPoint.	true	false			A
21	_____ is NOT a valid measurement unit of computer memory	KB	MB	GB	VB	D
22	_____ Allows to create a webpage with interactive content.	Java	C	HTML	XML	C
23	_____ contains deleted E-Mail	Compose	Sent Mails	Spam	Trash	D
24	_____ is a group of computers set up to communicate with one another	Social Networking	Network	A & B both	None of above	B
25	_____ Is Search Engine.	World Wide Web	HTTP	Google	HTML	C