

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 402**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ Printer use ink ribbon.	Inkjet	Dot Matrix	Plotter	Laser	B
2	_____ Printer use liquid ink.	Inkjet	Character	Plotter	Laser	A
3	_____ Printer use toner.	Inkjet	Character	Plotter	Laser	D
4	_____ Are faster than micro computers	Mainframe Computer	Mini Computer	Micro Computer	Hybrid Computers	B
5	_____ Are faster than mini computers.	Mainframe Computer	Mini Computer	Micro Computer	Hybrid Computers	A
6	___ indicates two lines of spacing in between two lines of text	1	2.5	2	3	C
7	↑ this key is used to move cursor_____	back	up	down	ahead	D
8	∴ Is a Paragraph Format in which the first line of the paragraph is started from outer side than other lines of paragraph.	Left Indent	Right Indent	Hanging Indent	First Line Indent	C
9	∴ command facility is used to correct the common spelling mistakes.	Auto Text	Auto Correct	Auto Format	None	B
10	∴ Dialog box is displayed after clicking on save command in File menu when we try to save document first time	Print	Open	Save as	Font	C
11	By using ___ option, only selected matter is removed but format remains as it is in the cells.	Contents	Cell contents	Comments	None of the above	A
12	By using _____ Option we get the Printouts.	Preview	Print	Page Layout	All of these	B
13	By using _____ Command we can save the current workbook.	Open	New	Save	Close	C
14	By using ___ option, we can add the cell comments	contents	Cell contents	Comments	None of the above	C

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15	By using : : : : : : Command we can save the current workbook.	Open	New	Save	Close	C
16	BMP means Bitmap Image	TRUE	FALSE			A
17	Bullets option is available in _____ group in Powerpoint.	Clipboard	Slides	Paragraph	Font	C
18	By default the font size of the Title Text box of Title slide is -----	40	44	42	43	B
19	By pressing _____ key we can stop the running slide show.	Close	Exit	Escape	None of these	C
20	By using exit option in PowerPoint, what action is performed?	Open PowerPoint	Open a file in PowerPoint	Exit PowerPoint	None of these	C
21	_____ allows the clients to share its recourses.	Server	Client	Modem	None of above	A
22	_____ Browser is developed in Google Corporation.	Chrome	Firefox	Opera	Internet Explorers	A
23	_____ Browser is developed in Microsoft Corporation.	Chrome	Firefox	Opera	Internet Explorers	D
24	_____ is an E-Mail program.	MS Word	Outlook express	MS Excel	MS Access	B
25	_____ is an internet search tool.	Gmail	Facebook	Chrome	Gopher	D