

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 403

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ Device is used to scan images, printed text, handwriting from papers.	Keyboard	Mouse	Scanner	All Of Above	C
2	_____ is the microcomputer.	Desktop	Handheld	Laptop	All of these	D
3	_____ Are characteristics of computer	Speed	Accuracy	Diligence	All Of Above	D
4	_____ Are operating systems.	Windows	Linux	Mac Os	All Of Above	D
5	_____ Is not a characteristic of computer	Speed	Accuracy	Low Storage	Ample Storage	C
6	_____ can be used to set margins and indents in Document.	Status area	Ruler Line	Status Bar	Toolbar	B
7	_____ Bar is displayed in the bottom side of Microsoft word application window	Title Bar	Status Bar	Scroll Bar	Format Bar	B
8	_____ layout view helps in understanding the position of the text matter on the page	update	print	insert	delete	B
9	_____ is the default number of lines to drop for drop cap.	3	10	15	20	A
10	_____ tab is used to insert the shapes into the document.	Insert	Tools	File	Design	A
11	By using Exit option, what action is done in Excel	Quit Excel	Open Excel	Close file	Open file	A
12	Can we save Excel file in Pdf?	TRUE	FALSE			A
13	Cell Address / Cell Reference is the combination of Column Label and Row Number.	true	false			A
14	Cell address contains column label and row number in MS Excel 2019	TRUE	FALSE			A

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15	Cell Address/Cell Reference is the combination of _____	Column Label and Row Number.	Row and column	column Label	Row Number	A
16	Cannot insert table in Power Point Presentation	TRUE	FALSE			B
17	Changes made in _____ are applied to all slides.	First Slide	Main Slide	Last Slide	Slide Master	D
18	Changes made in _____ are applied to all the slides.	Main slide	First Slide	Slide Master	Last Slide	C
19	Changes made in _____ are applied to all slides.	First Slide	Main Slide	Last Slide	Slide Master	D
20	Character Spacing option is available in _____ group in PowerPoint	Clipboard	Slides	Font	Paragraph	C
21	_____ is text which is automatically inserted at the bottom of every E-Mail.	Signature	People widget	People text	Personal information	A
22	_____ is the powerful PC and data is stored in it.	Client	Server	Modem	None of these	B
23	_____ system is use send electronic message.	E-mail	Online service	Voice mail messages	Shared resources	A
24	_____ is acronym for the address webpage.	LOC	IPSA	VRL	URL	D
25	_____ is the protocol, to transfer the data in the form of text	SMTP	HTTP	FTP	PPPT	B