

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 404

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ Is placed at the bottom of screen on desktop.	Wallpaper	Screen Saver	Taskbar	None Of Above	C
2	_____ Is character printer.	Plotter	Laser	Solid	Dot Matrix	D
3	_____ is type of optical Disk.	Floppy Disk Drive	CD	Hard disk	Pen drive	B
4	_____ Device is used to draw diagrams, lines, circles etc.	Keyboard	Mouse	Scanner	All Of Above	B
5	_which is Email client software?	Chrome	Internet Explorer	Microsoft outlook	Gopher	C
6	: :.. tab is used to insert the wordart into the document.	Home	Insert	Data	View	B
7	: :... item is printed at the bottom of each page	Header	Foot Note	Title	Footer	D
8	: :..can be used to set margins and indents in Document	Ruler	Status area	status bar	tool bar	A
9	: :..option of table is used to arrange data in ascending order.	sort	merge	add	None of these	A
10	: :.tab is used for ruler show and hide	Data	Formula	View	Insert	C
11	Cell addresses used in Formula are called as _____	Formulas	Cell Reference	Parameters	Functionlist	B
12	Cell in MS Excel 2019 is a _____	intersection of only rows	intersection of only columns	intersection of rows and columns	None of these	C
13	CELL is a information function	TRUE	FALSE			A
14	Cell is the intersection of _____	two cells	workbook	worksheet	row and column	D
15	Cell Pointer is the : : : :.. Border around the Active Cell.	Thin	Thick	Long	Outside	B

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
16	Click on option in slide group of Home Tab to create a new slide.	Slide Layout	Transition	Animation	New Slide	D
17	Clip Art command is available in _____ tab in PowerPoint	Home	Insert	Transition	View	B
18	Clip Art Option is given in _____ Tab.	Edit	Insert	View	Window	B
19	Clipart option is given in Edit Tab.	TRUE	FALSE			B
20	ClipArt option is given in Insert Tab.	TRUE	FALSE			A
21	_____ is used to search content online.	Social networks	Search engine	Screeners	Routers	B
22	_____ Is used to view deleted E-Mails.	Inbox	Spam	Trash	Outbox	C
23	_____ Is used to view received E-Mails.	Outbox	Inbox	Sent	Spam	B
24	_____ Is used to view sent E-Mails.	Sent Mails	Spam	Trash	Inbox	A
25	_____ connects the current page of Web Site to another specific page of Web Site.	Downloading	Uploading	Hyperlink	Testing	C