

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 502**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	1 KB = _____ Bytes	100	1000	1024	1048	C
2	1 kb = _____	1024 Bytes	512 Bytes	1024 Mb	None of these	A
3	1 kb = : : : : :	1024 Bytes	512 Bytes	1024 Mb	None Of Above	A
4	1 mb = _____	100 Bytes	1024 Kb	1000 Bytes	None of these	B
5	1 Megabyte = _____	1024 Kilo Byte	1000 Kilo Byte	1022 Kilo Byte	1024 Bits	A
6	: : : : : Command is used to see two different parts of same document on screen.	View Tab ↑ Window group ↑ split	Home Tab ↑ Paragraph group	Quick Parts	Insert Tab	A
7	: : : : : : : . Is type of Application Software	Windows	Ms-Word	Dos	Unix	B
8	: : : : : : : : . is the shortcut-key for manual line break.	CTRL + Enter	Alt + Enter	Shift + Enter	Space + Enter	C
9	: : : : : : : : . Can be used to set margins and indents in Document.	Status Area	Ruler Line	Status bar	Toolbar	B
10	: : : : : : : : . is not a type of page margin.	Left	Right	Center	Top	C
11	Delete Sheet Command is given in _____ Tab - Cells group.	File	View	Home	Tools	C
12	Delete sheet Command is given in _____ tab.	File	View	Home	Tools	C
13	Delete Sheet Command is given in Home : : : : : Group.	Tab Cells	Editing	Number	Font	A
14	Descending Sorting means : : : : : : : . Sorting	A to z	Z to A	Both A & B	None of the above	B
15	Doughnut is one of the type of _____ in Excel.	Picture	Symbol	Chart	None of these	C
16	Default name of presentation is	Document 1	Workbook 1	Presentation1	None of these	C
17	Default Orientation in PowerPoint is	Portrait	Landscape	Horizontal	None of these	B

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
18	Default zoom available in PowerPoint is	0.5	1	1.5	Fit to Window	D
19	Design and Layout are given to the slides according to _____ selected	Template	Page	Picture	Chart	A
20	Design and Layout Theme are given to the slides according to Template selected.	true	false			A
21	_____ is a valid file extension of image.	.AVI	.JPEG	.MPEG	.MIDI	B
22	_____ is another format similar to PDF.	XML	XHTML	XPS	Xreader	C
23	_____ is a characteristic of a computer.	Tiredness	Less storage	Inaccurate	Automation	D
24	_____ is NOT a gadget provided by Windows 10.	Calendar	Clock	Currency	MS-Word	D
25	_____ Shortcut key is used to stop loading of webpage in Internet Explorer	Tab	Esc	Ctrl	Shift	B