

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 504

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	1024 MB = 1 - _____	KB	GB	TB	MB	B
2	1024 Mega Byte = 1 _____	Kilo Byte	Yotta Byte	Tera Byte	Giga Byte	D
3	A folder can contain _____	Files	Folder	Both A and B	None of above	C
4	A folder is also called as Directory	TRUE	FALSE			A
5	A Internet is a combination of _____	website	Sub network	pictures	protocol	A
6	_____ bar displays name of document with program name	Menu	Task	Title	status	C
7	_____ is the shortcut key for closing document in MS-Word	CTRL+A	CTRL+Z	CTRL+Y	CTRL+W	D
8	_____ is used for performing menu operations through GUI	Toolbar	Taskbar	Stock chart	None of these	A
9	_____ press when help dialog box is appear	F4	F3	F1	F2	C
10	_____ view helps to set outline of current document	Page Layout	outline view	normal	web layout	B
11	Excel file Extension XLSX means _____	Microsoft Excel Workbook	Microsoft Excel Template	Web Page	Microsoft Office Workplace	A
12	Excel is generally used for data analysis in offices.	TRUE	FALSE			A
13	Excel is not generally used for data analysis in offices.	TRUE	FALSE			B
14	File name of current sheet is shown on _____	Reference Area	Title Bar	Page	On Cell	B
15	Fill Command is provided in _____ Tab	Home	Tools	File	Format	A
16	F5 function key is used to _____ in PowerPoint	Add slide	start slide show	Delete slide	end slide show	B
17	Fade is a _____ effect in PowerPoint	Background	Action	Animation	Slide	C

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
18	File name is displayed at _____ in PowerPoint.	Menu Bar	Status Bar	Ribbons	Title Bar	D
19	Files of MS PowerPoint are called as _____	Document	Spreadsheet	File	Presentation	D
20	Fill Color is under _____ Tab in PowerPoint	Home	Insert	Design	Review	A
21	Alt key is used to see the list of the Typed Internet Addresses	F1	F2	F3	F4	D
22	CPU is brain of a computer system.	CPU	Input Unit	Output Unit	Memory Unit	A
23	WWW is a world Wide system of network.	LAN	Cyberspace	World Wide Web	Intercom	C
24	Hotmail is a free Email program that you can access from any web browser.	Yahoo Mail	Rediff Mail	Hot Mail	All of the above	D
25	Internet Explorer is a Microsoft's web browser that installs with windows by default.	Windows Explorer	Navigator	File Manger	Internet Explorer	D