

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 602

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	An internet mail message has _____ parts	2	3	4	5	A
2	Analytical engine could perform_____	Graphics	Calculations	Multimedia	None of these	B
3	ANSI stands for	All New Small Integration	A national Small Institutes	American National Standard Institute	None of these	C
4	Arithmetical process on information provided by input unit is done by ----- unit	Arithmetic & Logic	Logic	Control	Output	A
5	Arrow keys is also called as _____	Combination	Navigation	Addition	Changing	B
6	After Clicking with mouse on top area of column in Table _____ Will get selected.	Row	Column	Cell	Table	B
7	All the letters of selected matter are converted to small cases with____	Upper case	Lower case	Toggle case	change case	B
8	Alt+___ used for to close the active window.	F1	F4	F3	F5	B
9	Alt+P key is used for____	View tab active	home tab active	Page Layout Tab Active	Data tab Active	C
10	Any information that gets from page bottom is called ____	End note	Foot note	Header	footer	B
11	Help option is available in _____ Menu	Insert	File	View	Tools	B
12	How many kinds of Alignment are available in MS-Excel.	3	5	6	4	C
13	How many types of Orientation are available in MS-Excel?	One	Two	Three	Four	B
14	How many types of horizontal alignments are possible in MS Excel 2019 ?	4	3	2	horizontal alignments can not be done	B

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
15	How many types of vertical alignments are possible in MS Excel 2019 ?	1	2	3	4	C
16	From following which is not Presentation view?	Normal	Slide Master	Slide Sorter	Notes Page	B
17	From which menu you can access picture, Chart, Clip art etc. in PowerPoint?	View	Design	Home	Insert	D
18	From which tab we can insert a audio?	Home	View	Insert	Review	C
19	From which tab we can insert a SmartArt?	Insert	Home	View	Review	A
20	From which tab we can insert a video?	Home	Insert	Review	View	B
21is an application software.	Windows	Linux	Unix	Spreadsheet	D
22is measured in pixels.	Computer memory	Speed of RAM	Size of CPU	Screen resolution	D
23computers work on bits.	Analog	Digital	Virtual	Rational	B
24	25MB attachment can be send through ____	Gmail	Google	Word	PowerPoint	A
25	8 bits= _____	1 Byte	1024 Bytes	4 Bytes	1 Kilobytes	A