

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 603

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Arrow keys is also called as Navigation Keys	TRUE	FALSE			A
2	In E-mail BCC means Blind carbon copy.	TRUE	FALSE			A
3	Arrow keys on keyboard are called as : : : :	Toggle Keys	Navigation Keys	Numeric Keypad	None Of Above	B
4	Artificial intelligence is incorporated in _____	Second Generation	Third Generation	Fourth Generation	Fifth Generation	D
5	Automation is one of the characteristics of computer	TRUE	FALSE			A
6	Arial, Times New Roman are the examples of ____	Word Art	Font Styles	Indents	None of these	D
7	At the bottom of the Ms-Word we can see a _____ strip	vertical	rectangular	horizontal	None of these	C
8	Background color or effects applied on a document is not visible in : : : .. Preview.	Reading View	Print Layout view	Web layout view	Print Preview	D
9	Basic shapes comes under _____ tab	Review	View	Insert	Page Layout	C
10	Below the Ruler Line, we can get a white colored rectangular area. This area called : : : :	Page Area	Status bar	Title Bar	Menu Bar	A
11	IF is not a logical function	TRUE	FALSE			B
12	Hyperlink is used to create link the sheet	TRUE	FALSE			A
13	IF is a database function.	TRUE	FALSE			B
14	If we increase the height of the row, the text matter automatically gets shifted to the ____ of the Cell	Bottom	Middle	Up	Down	A
15	if you want to sort data after selecting it in MS Excel 2019 _____ is correct option	page layout tab and click on sort	click on view tab -> sort button	data tab -> sort	insert tab -> sort and filter	C
16	From which tab you can access the slides layout?	File	Insert	Home	View	C

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
17	Group command is available in _____ group in PowerPoint	Font	Paragraph	Drawing	Editing	C
18	Guides command is chosen in the Tab to display Guides	View	File	Slide Show	Window	A
19	Header and Footer are not available in PowerPoint	TRUE	FALSE			B
20	Header and Footer are visible on each slide in PowerPoint	TRUE	FALSE			A
21	A _____ is a program that provides tools for accessing web sites.	MS Word	www	Web Browser	Photoshop	C
22	A broadband connection is considered as "Always On" connection	TRUE	FALSE			A
23	A computer monitor is made up of _____	Register	Microprocessor	Cathode Ray Tube	Transistor	C
24	A computer on internet are identified by :	email address	street address	IP Address	None of the above	C
25	A domain name ending with ".gov" is _____	Educational Web Site	Government Web Site	Network Web Site	Military Web Site	B