MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 605

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Cache Memory is a Temporary Memory	TRUE	FALSE			A
2	Cache Memory is known as _____ memory in computer.	Temporary	Processor	Flash	Permanent	A
3	Calculator like number keys on keyboard are called as ⋮ ⋮ ⋮ ⋮ ⋮.	Toggle Keys	Navigation Keys	Numeric Keypad	None Of Above	C
4	Capacity of _____ is less as compared to mainframe computers.	Hybrid Computers	Mini Computer	Micro Computer	Super Computer	B
5	Capacity of cd is _____	100 Mb	700 Mb	2 Gb	None Of Above	B
6	By default, on which page the header or the footer is printed?	On first page	On alternate page	On every page	None of these	C
7	By using _____option we can see the size of the document on screen	Font	zoom	Height	weight	B
8	By using word processors you can create _____ Type of file	Presentation	Database	Document	Worksheet	C
9	Calibri, Mangal are the examples of _____	Word Art	Font	Font Style	Indents	B
10	Caps Lock On is used in Word for____	All text capital	All text small	Only first character capital	Only first character small	A
11	In MS Excel 2019 which group contains the cell styles option ?	alignment group	cells group	editing group	Styles group	D
12	In MS Excel 2019 which group contains the conditional formatting option ?	alignment group	Styles group	cells group	editing group	B
13	In MS Excel 2019 which group contains the copy, cut, paste options ?	font group	clipboard group	Styles group	editing group	B
14	In MS Excel 2019 which group contains the format as a Table option ?	alignment group	cells group	editing group	Styles group	D

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
15	In MS Excel 2019 which group contains the insert, delete and format options ?	alignment group	Styles group	cells group	editing group	D
16	How many types of orientation are available in MS-PowerPoint	1	2	3	4	B
17	How to create another copy of a slide?	Press Ctrl+A=> Paste in New slide	Press Ctrl+A=> Ctrl+C=> Press Ctrl+V in new slide	Press Ctrl+I=>Ctrl+V in new slide	Press Ctrl+ C in new slide	B
18	Hyperlink command is available in _____ tab in PowerPoint	Home	Insert	Transition	View	B
19	Hyperlinks can be inserted in PowerPoint Presnetation.	FALSE	TRUE			B
20	If the current slide gets full then new slide has to be inserted _____	Manually	Automatically	Directly	None of these	A
21	A file having .PDF extension represents ⋮ ⋮ ⋮ ⋮ ⋮ ⋮ ⋮..file.	Portable Document Format	Portable Directory Format	Text	Image	A
22	A letter of memo sent to a person or group on the internet___	Gmail	Hotmail	Yahoo mail	All of above	D
23	A program used to access the internet is known as ⋮ ⋮ ⋮..	Web site	Search Engine	Browser	Word Processor	C
24	A search engine is used to get _____ from internet.	information	Connection	Files	None of above	A
25	A search engine is used to get information from _____	Internet	MS Office	Browser	Gmail	A