

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 802**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Computers are used in _____ offices	Govt. Offices	Telephone Offices	Hospitals	Computers Are Used Everywhere	D
2	Control Unit of part of CPU.	TRUE	FALSE			A
3	Cordless Mouse is the types of mouse.	TRUE	FALSE			A
4	Correct sequence is _____	Input Unit --> Central Processing Unit --> Output Unit	Output Unit --> Input Unit --> Central Processing Unit	Central Processing Unit --> Output Unit --> Input Unit	All Of Above	A
5	Cpu consist of _____	Control Unit	Arithmetic And Logic Unit	Both A And B	None Of Above	C
6	ctrl+E is used for_____	Right Alignment	Center Alignment	left Alignment	Alignment	B
7	Ctrl+E not used for Center align	TRUE	FALSE			B
8	ctrl+Home key used for_____	Move the cursor to the beginning	Move the cursor to the end	Move the cursor to the middle	Move the cursor to the top	A
9	Ctrl+J shortcut key used for_____in MS Word 2019.	justify align	Center Alignment	left align	no Alignment	A
10	Ctrl+L is used for Left Alignment	TRUE	FALSE			A
11	In Excel, _____ Is present by default.	Border	Gridlines	Graph	Filter	B
12	In Excel, Shortcut key for Closing Excel workbook : : : : : .	Ctrl + S	Ctrl + W	Ctrl + Z	Ctrl + X	B
13	In Excel : : : : : .. Tool is used to insert readymade Shape like Rectangle, Arrow, Lines, Symbols.	Insert---> Clip Art	Insert---> Pictures	Insert---> SmartArt	Insert---> Shapes	D
14	In MS Excel 2019 default file name is workbook1.	TRUE	FALSE			B
15	In MS Excel 2019 how many columns a single workbook has ?	5000	10000	16384	20000	C

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
16	In PowerPoint ..... view we can see only one slide at a time and can do editing in the same.	Slide Sorter	Normal View	Outline View	slide Show	B
17	In PowerPoint ..... command is used for closing the PowerPoint Application.	Cut	Open	Exit	Shut down	C
18	In PowerPoint a strip having Tabs - Groups and their corresponding commands is called .....	Title bar	Quick Access toolbar	Ruler	Ribbon	D
19	In PowerPoint Animation Pane is displayed on ..... side of the screen.	Right	Left	Top	Bottom	A
20	In Powerpoint Arrange All Option is available in ..... Tab.	Home	Insert	View	Review	C
21	Buying and Selling on internet is known as .....	E-business	E-commerce	E-buzz	E-learning	B
22	By using E-Mail server you can .....	Download Song	Send a mail	Play games	None of above	B
23	By using what the client PCs can communicate with each other within the network?	Client	Webpage	Client	Server	D
24	C++ is a .....	Program	Programming Language	Operating system	compiler	B
25	Calculations are performed by .....	Memory Unit	Monitor	ALU	Keyboard	C