

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 803

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	CPU stand for	Central Processing Unit	Common Processing Unit	Central Program Unit	Common Program Unit	A
2	CPU Stands for Central Processing Unit	TRUE	FALSE			A
3	CRT Means-	Cathode Ray Tube	Cash Ray Tube	Cathode Read Tube	Cathode Red Tube	A
4	CRT stand for _____	Camera Ray Tube	Cathode Ray Tube	Cathode Ram Tube	Camera Ram Tube	B
5	Ctrl + A means = _____	Select all	Print All	Copy All	Paste All	A
6	Ctrl+L is used for_____	Right Alignment	left Alignment	Alignment	None of these	B
7	Ctrl+O_____	Save Document	Print Document	Open Document	Close Document	C
8	Ctrl+R is used for _____Alignment	Top	Center	Right	Left	C
9	ctrl+R is used for Right Alignment	TRUE	FALSE			A
10	ctrl+s is used for	delete	Save	open	delete	B
11	In MS Excel 2019 how many rows workbook has ?	50,48,567	10,48,576	40,48,579	50,51,000	B
12	in MS Excel 2019 we find AutoSum button in _____?	File tab	View tab	Formulas tab	Review tab	C
13	In MS Excel 2019 What is default extension of workbook?	.xll	.slx	.slxx	.xlsx	D
14	In MS Excel 2019 what is keyboard shortcut to close file?	Ctrl+f4	alt+m	shift+f	alt+f	A
15	In MS Excel 2019 what is keyboard shortcut to open file menu ?	Ctrl+ f	Alt + F	Ctrl+ m	Ctrl+ n	B
16	In PowerPoint Bold is inside _____ group in home tab	Alignment	Font	Number	Cells	B

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
17	In PowerPoint Broadcast Slide Show option is available under _____ ribbon.	Transition	Animation	Review	Slide Show	D
18	In Powerpoint ClipArt Option is available in _____ Tab.	Home	Insert	View	Review	B
19	In PowerPoint comment option is available under _____ ribbon.	Review	Design	Slide Show	Transitions	A
20	In Powerpoint Date & Time Option is available in _____ Tab.	Home	Insert	View	Review	B
21	Carbon Copy means Courtesy Copy	TRUE	FALSE			A
22	CC Means ____	Carbon Copy	Clear Copy	Clean Copy	Computer Copy	A
23	CD and DVD are the types of _____	Magnetic Disk	RAM	Flash Memory Cards	Optical Disk	D
24	Characteristics of computer are _____	Speed	Accuracy	Diligence	All of these	D
25	Characteristics of Windows 10 are _____	Easy Operating System	Excellent Graphical Interface	Excellent security Features	All of these	D