

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 804**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Ctrl + c = _____	Cut selected items	Copy selected items	paste Selected Items	Undo an action	B
2	Ctrl + N means _____	Open a File	Copy a file	Print a file	New File	D
3	Ctrl + O means _____	Open a File	Copy a file	Print a file	New File	A
4	Ctrl + P is used for _____	Open a File	Copy a file	Print a file	New File	C
5	Ctrl + v = _____	Cut selected items	Copy selected items	Paste Copied or Cut items	Undo an action	C
6	ctrl+v command used in word for _____	copy	Delete	Paste	Select all	C
7	ctrl+x is used for _____	cut	copy	paste	delete	A
8	Ctrl+Y is the key used for _____	Cut	Paste	Undo	Redo	D
9	ctrl+Y is the shortcut key for _____ in MS Word 2019	undo	redo	select all	cut	B
10	Cursor is blinking Cross line where we can type the matter.	TRUE	FALSE			A
11	In MS Excel 2019 what is keyboard shortcut to print a worksheet?	Ctrl+shift+p	alt+p	shift+p	Ctrl+p	D
12	In MS Excel 2019 Which function returns the largest value from the set of values?	large()	largest()	bigger()	max()	D
13	In MS Excel 2019 , Workbook is a set of ?	worksheets	text files	images	documents	A
14	In MS Excel 2019 , Workbook is a set of _____?	worksheets	text files	images	documents	A
15	In MS Excel 2019 ,set of worksheets is called as	Work area	workplace	workbook	workspace	C
16	In PowerPoint default height of the slide is _____ inches.	6	6.5	7	7.5	D

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
17	In PowerPoint default layout of first slide is .....	Title and content	Section Header	Blank	Title Slide	D
18	In PowerPoint default layout of slide is _____	Title and content	Section Header	Blank	Title Slide	D
19	In PowerPoint default view is _____	Slide Show	Slide Sorter	Normal	Notes Pages	C
20	In PowerPoint default width of the slide is _____ inches	8	9	10	11	C
21	Collection of interconnected networks is called _____	Mobile network	Internet	Adhoc network	Wireless network	B
22	Communication in between computers can be established with the help of _____	Fiber optic cables	Satellite	Wi-Fi	All of above	D
23	Commutation speed through e-mail is very slow.	TRUE	FALSE			B
24	Computer can think of its own.	TRUE	FALSE			B
25	Computer does not get tired due to monotonous work.	TRUE	FALSE			A