

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 805**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	CU Means Control Unit.	TRUE	FALSE			A
2	Data is converted into information by -----	Data	HDD	FDD	Micro Processor	D
3	Data remains stores in ----- even after power supply of computer is OFF.	RAM	Flash RAM	ROM	Cache	C
4	Data stored in RAM is deleted immediately when computer is turned off.	TRUE	FALSE			A
5	Date and time is displayed at _____ of desktop.	Right Bottom	Left Bottom	Top Left	Top Right	A
6	Cut - Paste - and Copy are the same processes.	TRUE	FALSE			B
7	Cut-Paste and Copy-Paste are the ..... processes.	different	same	change	None of these	A
8	Dialog box can be resized	TRUE	FALSE			B
9	Different types of Underlines are available in Font Group of home tab.	TRUE	FALSE			A
10	Document can be saved more often than every 10 minutes by configuring .....option	autosave	save	undo	delete	A
11	In MS Excel 2019 How many default worksheets are found?	2	3	4	5	B
12	In MS Excel 2019 how many types of sorting orientations you find ?	only one : top to bottom	two : top to bottom and left to right	three top to bottom, left to right, right to left	None of these	B
13	In MS Excel 2019 the active cell is indicated by____	dotted border	red color	blinking border	a dark wide border	D
14	In MS Excel 2019 the border button in the font group allows you to____	draw border	draw circle	draw picture	All of these	A
15	In MS Excel 2019 what is default file name given to workbook?	book1	workbook1	worksheets1	file1	A

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16	In PowerPoint design of the text can be changed by applying _____ command.	Underline	Bold	Font	Font size	C
17	In PowerPoint different views is inside _____ group in View tab	Alignment	Font	Presentation Views	Page setup	C
18	In PowerPoint following are the Entrance animation effects -	Random bars	Grow & Turn	Bounce	All of these	D
19	In PowerPoint font color is inside _____ group in home tab	Timing	Font	Presentation Views	Page setup	B
20	In PowerPoint font face is inside _____ group in home tab	Timing	Font	Presentation Views	Page setup	B
21	Computer does not have _____	Accuracy	Speed	Diligence	Emotions	D
22	Computer in office automation can be used for _____	Letter Writing	Report Writing	Drawing	All of these	D
23	Computer networks can setup to share expensive peripheral devices.	TRUE	FALSE			A
24	Computers are connected with each other by using concept of _____	Connecting	Networking	Sharing	Distributing	B
25	Computers in a local area network are connected by String.	TRUE	FALSE			B