

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 901

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Delete key used to delete selected Items (file, folders, etc.)	TRUE	FALSE			A
2	Deleted files are transferred to _____	Recycle Bin	Dustbin	Softbin	Hardbin	A
3	Desktop Computer is ----- type of Computer.	Micro	Mainframe	Laptop	Super	A
4	Desktop contains small graphics called logos	TRUE	FALSE			B
5	In E-mail BCC means Blind Courtesy copy.	TRUE	FALSE			A
6	Document can be saved more often than every 10 minutes by configuring autosave option	TRUE	FALSE			A
7	Drop Cap mean _____	Small Caps	Title case	All Caps	None of these	D
8	Drop Caps are used in document for _____	To Drop all Capital letter	To Drop all paragraph	to make first initial letter large	None of these	C
9	Drop Caps means _____	Small Caps	Title case	All Caps	None of these	D
10	Drop Caps Option shown in _____ Tab.	Home	Insert	Page Layout	View	B
11	In MS Excel Page Break can be Viewed in _____	Normal	Page Break Preview	Print Back Preview	Form	B
12	In Ms Excel-2019 total _____ Rows are in one Worksheet	1048576	12,25,000	15,23,000	18,20,000	A
13	In Ms-Excel Format Painter option is available	true	false			A
14	In MS-EXCEL _____ type of file can be created	Workbook	Document	Presentation	Project	A
15	In MS-Excel _____ sign must be given before any formula.	@	#	?	=	D
16	In PowerPoint font size is inside _____ group in home tab	Timing	Font	Presentation Views	Page setup	B

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
17	In Powerpoint Handout Master Option is available in _____ Tab.	Home	Insert	View	Review	C
18	In PowerPoint Hide Slide option is available under _____ ribbon.	Home	Slide Show	Design	View	B
19	In Powerpoint how many views are there that allow you to have look at your presentation?	2	3	8	4	D
20	In PowerPoint if you want to apply 'Fly in' animation effect then -	Design Tab - Animation - Fly in	Select Object - Animations Tab - Animation - Fly in	Select object - Insert - Animation - Fly in	None of these	B
21	Computers used for Internet access, can not be used for any other purpose.	True	False			B
22	Copying a file from the internet to your computer is called : :	Unloading	Uploading	Reloading	Downloading	D
23	Currently available Storage capacity of a Flash Drive is _____	650 MB To 1 GB	4.7 GB To 17 GB	2 GB To 64 GB	500 GB to 1TB	C
24	Data in _____ Cable is transferred through light pulses.	Fiber-Optic	Coaxial	Twisted Pair	Shield Twisted Pair	A
25	Data in fiber-optic Cable is transferred through _____	Waves	Light pulses	Range	None of above	B