

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 903

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	DOS is an _____ type os OS	Single user	Multi user	Multitasking	GUI	A
2	DOS is based on _____	Character User Interface	Character Use Interface	Character User Interchange	Character User Internal	A
3	DOS means = _____	Data operating system	Disk Operating system	Disk Operator system	Data Operator system	B
4	DPI means _____	Data per information	Date per information	Dot Per Inch	Data Per Inch	C
5	DVD is based on Optical Disk Technology.	TRUE	FALSE			A
6	F2 key is used to ____ the selected item	rename	delete	update	None of these	A
7	Files names appearing in _____ option in the File Menu	Save	Recent	open	None of these	B
8	Font color option don't change the text color.	true	false			B
9	Font group in Home tab is useful for changing font,font size of selected matter.	TRUE	False			A
10	Footnotes appear in a document _____	End of document	Bottom of a Page	End of Heading	None of these	B
11	In Ms-Excel XFD is the heading of column	true	false			A
12	In Spreadsheet, to prepare a graph on the basis of data given, : : : : commands is used in Insert Tab group.	Filters	Forms	Charts	Pivot Tables	C
13	In the function of MS Excel the address of the cell is also referred as ____	cell highlighter	cell opener	cell link	cell reference	D
14	In which tab Filter option is available in MS Excel 2019 ?	data	review	view	None of these	A

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
15	In which tab the spelling check tool is available in MS Excel 2019 ?	data	review	view	home	B
16	In PowerPoint one can give Underline effect to text using ----- shortcut key.	Ctrl + A	Ctrl + B	Ctrl + I	Ctrl + U	D
17	In PowerPoint one can hide background graphics by clicking on --	Design - Background - Hide Background Graphics	Insert - Background - Hide background Graphics	Home - Background - Hide background Graphics	None of these	A
18	In PowerPoint one can hide slide in the following ways -	Select the slide to be hide - Slide show - Set up - Hide slide	Select the slide to be hide - Right click - Hide Slide	Both A and B	None of these	C
19	In PowerPoint one can insert following from Images group.	Photo Album	Screenshot	Formula	A and B	D
20	In PowerPoint one can insert screenshot from _____ Tab.	Illustrations	Links	Text	Images	D
21	Different types of keyboard are _____	Wireless Keyboard	Flexible Keyboard	Ergonomic Keyboard	All of these	D
22	Digital Computers can give more accurate and faster results.	TRUE	FALSE			A
23	Digital computers work on _____	Values	Binary number system	alphabets	functions	B
24	Domain Code is the _____ Part of Email address	First	Second	Third	Last	D
25	Domain name and Domain Code is separated by _____	Black dots	Dot(.)	@	And (&)	B