

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 30 - WPM BATCH - 905

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Even after computer turn OFF, the data remain as it is in -----	Secondary Memory	Primary Memory	Input	Output	A
2	Extension of excel file is _____	.Txt	.Pptx	.Docx	None Of Above	D
3	Extension of executable file is _____	.Txt	.Pptx	.Docx	.Exe	D
4	Extension of powerpoint file is _____	.Txt	.Pptx	.Docx	.Exe	B
5	Extension of text file is _____	.Txt	.Pptx	.Docx	.Exe	A
6	For to Justified Alignment : : .short cut key is used in word	ctrl+D	ctrl+J	ctrl+G	ctrl+B	B
7	Formula bar is available in MS Word 2019.	TRUE	FALSE			B
8	From _____ Tab we can add Picture in Word documents.	Home	Insert	Formulas	Data	B
9	From _____ Tab we can insert Header and Footer.	Home	Insert	Page Layout	View	B
10	From _____ Tab you can Show or Hide Ruler.	Data	Formulas	View	Insert	C
11	In Worksheet the Heading of last Column is _____ .	XFD	ZFD	ZZZ	ZXY	A
12	In Worksheet the Heading of last Column is : : : : : .	XFD	ZFD	ZZZ	ZXY	A
13	In Worksheet where Row and Column are intercept each other that place or square is called as ____	Cell	Column	Border	Row	A
14	In Worksheet XFD is the Heading of _____	Column	Row	Cell	None of these	A
15	In Worksheet, the process of giving specific formatting to data which match the specific condition Is called as : : : : : .	Conditional Formatting	Auto format	Table Format	Quick Format	A

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16	In PowerPoint placeholders can be used to insert _____	Text	Picture	Objects	All of these	D
17	In PowerPoint presentation can be saved with the different name on the same drive or other drive using _____ command.	Save As	Open	Save	New	A
18	In PowerPoint presentation views are _____	Reading	slide sorter	Notes page	All of these	D
19	In Powerpoint Presentation, you can save the timing to run the show automatically by using _____	Slide Show	View show	Rehearse Timings	Play show	C
20	In PowerPoint Rehearse Timing option is available under _____ ribbon.	Slide Show	Review	View	Design	A
21	DVD is a type of _____ disk.	Optical	Hard Disk	Magnetic	Floppy	A
22	Each component in network is called ____	Terminal	Computer	Server	Node	D
23	Each computer connected to the internet must :.	be an IBM PC	have a unique ID Address	be internet compatible	have a modem connection	A
24	Each parts of an IP address is separated from the pervious part :.	Apostrophe	Backslash	Comma	Dot	B
25	Each site on the internet has Unique IP address and an associated name is called : :..	A NIC name	A packet signature	A domain name	An internet locator	C