

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 40 - WPM BATCH - 1001

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Creating Email ID is called_____.	Opening Electrical mode	Operating Electrical Mail	Opening Email account	None of these	C
2	Ctrl + A means = _____	Select all	Print All	Copy All	Paste All	A
3	Ctrl + c = _____	Cut selected items	Copy selected items	paste Selected Items	Undo an action	B
4	Ctrl + N means_____	Open a File	Copy a file	Print a file	New File	D
5	Ctrl + O means_____	Open a File	Copy a file	Print a file	New File	A
6	In Ms- Word which shortcut key is used to make text Italic.	Ctrl + U	Ctrl + I	Ctrl + B	None of these	B
7	In MS Word You can add page break using _____	Ctrl + Enter	Enter	Shift + Enter	Alt + Enter	A
8	In Ms -word, if we want to insert Mathematical equation in the document, Insert Tab - option can be used.	Equation	Formulas	Symbol	None of these	A
9	In MS Word, In order to save a file, on the Standard toolbar, click on the Save button.	TRUE	FALSE			A
10	In MS WORD, Italic character are slanted than regular Characters.	TRUE	FALSE			A
11	In MS-Excel "Doughnut" is type of _____	Chart	Filter	Format	None of these	A
12	In MS-Excel _____ function returns the position of given value in specific cell range.	Whai	Match	VLookUp	HLookup	B
13	In MS-Excel _____ is NOT the option displayed in Advanced filter dialog box.	action	List Range	Wrap Text	Copy to	C
14	In MS-Excel _____ is type of filter.	Custom Filter	Advanced Filter	Auto Filter	All of these	D

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15	In MS-Excel 2019, _____ function returns the position of given value in a specific cell range.	Match	Catch	Watch	Position	A
16	In PowerPoint you can add sound, and duration to the slides through ----- Tab.	Design	Transitions	Animations	Slideshow	B
17	In PowerPoint, _____ is a process in which we display all slides one after another.	picture show	Slide show	animation	transition	B
18	In PowerPoint, all formatting is cleared by using _____ option	Home -alignment	Home- Font command	Home - styles	None of these	B
19	To avoid the overlapped picture to another picture _____ is used	Backward	Send to back	Unoverlap	None	A
20	In PowerPoint, audio files can be inserted using _____ option	sound	picture	image	video	A
21	Forwarding Email is the same as replying to an Email message.	True	False			B
22	Forwarding Email means sending _____	Received email	Delete email	Composed Email	None of Above	A
23	Fourth Generation computers were used in period _____	1940 To 1956	1956 To 1963	1963 To 1971	1971 To 1990	D
24	From _____ We can recover E-Mail, those are deleted from inbox.	Outbox	Drafts	Trash	Spams	C
25	From the following output device _____ is used to listen audio.	Speakers	Monitor	Modem	Printer	A