

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC ENG 40 - WPM BATCH - 1003**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Currently visited website we can open by clicking _____	Backward Arrow Button	Exit Button	Next Button	Search Button	A
2	Cyber Law exist in our country.	TRUE	FALSE			A
3	Cyber law is created mainly for crimes in Cyber Space.	TRUE	FALSE			A
4	Data accessing speed of Floppy disk is less than the accessing speed of Hard disk.	TRUE	FALSE			A
5	Data can be permanently stored in _____ even after switching off the computer.	Primary Storage	Secondary Memory	Output	Input	B
6	In MS-Word 2019 we can zoom in the document view from 10% to _____ %	100	200	300	500	D
7	In MS-Word 2019, Change case option is available on _____ Group of Home Tab.	Arrange	Clipboard	Font	Styles	C
8	In MS-Word document to just show the wrong word _____ option is used.	Subscript	Strikethrough	Superscript	Text Highlight	B
9	In MS-Word document we close an existing document by using _____ shortcut key.	ctrl+F1	ctrl+F4	ctrl+F3	ctrl+F5	B
10	In Ms-Word from _____ Tab you can See the option Show or Hide Ruler.	Insert	View	Data	Review	B
11	In MS-Excel, arranging data in specific order is known as _____	Merging	Wrapping	Sorting	Filtering	C
12	In MS-Excel, chart can be inserted through _____ Tab	View	Format	Data	Insert	D
13	In MS-Excel, chart is also called as _____	Division	Format	Currency	Graph	D

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
14	In MS-Excel, displaying data satisfying specific condition is known as _____	Merging	Wrapping	Sorting	Filtering	D
15	In MS-Excel, Filter command _____ the records NOT satisfying a condition.	Display	Wrap	Hide	Delete	C
16	In PowerPoint, it is not possible to change background of only one slide	TRUE	FALSE			B
17	In PowerPoint, Strikethrough effect is added by using _____ option	Home- Font command	Home -alignment	Home - styles	None of these	A
18	In PowerPoint, Text shadow effect is added by using _____ option	Home - styles	Home -alignment	Home- Font command	None of these	C
19	In PowerPoint, to add sound in the slide _____ option is used.	Transition-pr eview	Transition- Timing	Transition -sound	None of these	C
20	In PowerPoint, we can not insert our own recorded voice	TRUE	FALSE			B
21	Gopher is an internet _____	Web Browser	System Software	Search tool	None of these	C
22	GUI is graphical user interface	TRUE	FALSE			A
23	Hard Disk is _____ type of memory	Primary	Secondary	Virtual	Cache	B
24	Hard disk is also called as _____	Magnetic Disk	Optical disk	Hard Disk	Pendrive	A
25	How can Email be sorted?	In order of the time received	In order by the name of the sender	In order by date received	All of the above	D