

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 40 - WPM BATCH - 1005

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Digital versatile disk means _____	DVD	DVB	DVR	DOD	A
2	DNS is acronym of _____	Domain name service	Domain name system	Domain Naming system	Detailed name system	B
3	DOS is an _____ type os OS	Single user	Multi user	Multitasking	GUI	A
4	EB stands for _____	Exa Byte	Eco Byte	Easy Byte	NONE OF ABOVE	A
5	E-commerce means _____	Electrical commerce	Electronic commerce	Electronic Commercial	None of these	B
6	In MS-Excel, if we choose style 'stop' and enter the data against the condition, excel gives _____	Information	Result	error message	formatting	C
7	In MS-Excel, if we choose style 'Stop' and enter the data against the condition, excel gives error message with two buttons _____ and 'Cancel'.	Format	Error	Retry	Alert	C
8	In MS-Excel, if we choose style 'Stop' and enter the data against the condition, excel gives error message with two buttons 'Retry' and _____	Format	Error	Go	Cancel	D
9	In MS-Excel, if we want to see the effect of changes in input values in worksheet on output values, then _____ set is used.	Goal seek	Data Table	Functional set	Scenario	D
10	In MS-Excel, if we want to set a desired cell to particular value by changing the value in such cell on which desired cell depends upon, then we can use _____	Find	Goal Seek	Compound search	True Analysis	B

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
11	If the internet connection is through Telephone lines, then the signal interpretation between Telephone Line and Computer is done with help of _____ device.	Mouse	Modem	Microprocessor	Power Supply	B
12	If we want send a mail to someone, we need to click on _____ button.	Compose	Reply	Backward	Forward	A
13	If we want send a mail to someone, we need to click on _____ button.	Reply	Compose	Delete	Forward	B
14	If we want to get back a deleted file we should go to the _____	Recycle Bin	Document	My Computer	My Files	A
15	If We wants to remove that attachment, we have to click on _____ button.	'Cross Mark' (X)	Y	Z	N	A
16	With the help of Insert Ribbon, which of the following Smart Art Graphics we can create.	Pyramid	Print Titles	Print Area	Margin	A
17	With the help of _____ option text matter is aligned to vertically center of the page.	top	bottom	right	Center	D
18	With use of we can save a lot of time when we are working on Ms-Word?	Templates	Reference	Find & Select	Conditional Formatting	A
19	Word automatically convert first letter of a sentence small to capital	TRUE	FALSE			A
20	Word is Type of Software.	End User	Application	Antivirus	System Software	B
21	Which option is used in PowerPoint to insert audio and video ?	Home tab-link group	Insert tab-picture Group	Insert tab-Media group	Insert tab-Image group	C
22	Which option is used in PowerPoint to insert images and pictures ?	Insert tab-Image Group	Home tab-insert group	Slide show tab- Transition Group	None of these	A
23	Which option is used to draw Flow chart symbols in MS-PowerPoint?	Home tab-style menu	Insert- styles	File menu	Home tab-Drawing option	D

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
24	Which option is used to draw EQUATION symbols in MS- PowerPoint?	Insert- styles	Home tab- style option	Home tab- Drawing option	None of these	C
25	Which option is used to draw flowchart symbols in MS- PowerPoint?	Home tab- style option	Insert- styles	Insert tab -picture Group	Home tab- Drawing option	D