MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 40 - WPM BATCH - 101

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ is NOT part of Computer Hardware	Keyboard	System Unit	System OS	Storage Devices	C
2	_____ is impact printer	Ink Jet Priters	Dot Matrix Priters	Laser Printers	Plotters	B
3	HTTP is abbreviation of _____	Hypertext transport policy	Hypertext transport permission	Hypertext transport port	Hypertext transfer Protocol	D
4	DVD capacity is upto _____	4.7 GB	10 GB	17 GB	25 GB	D
5	CD is Primary Memory	TRUE	FALSE			B
6	------- box is used for typing text.	Text	Letter	Symbol	Word	A
7	_____ box is used for typing text.	Text	Letter	Symbol	Word	A
8	_____ of the following helps to reduce spelling error in the document.	CTRL + Enter	Alt + Enter	Shift + Enter	Space + Enter	B
9	_____ key should be pressed to start a new paragraph in MS-Word	Down Cursor Key	Enter Key	Shift + Enter	Ctrl + Enter	B
10	= Lower( ) Function gives Text in capital letter.	true	false			B
11	= Sum (F8:F12) this function sort the values in cells range between F8 to F12.	TRUE	FALSE			B
12	--------- application software is used to calculate mathematical calculations.	MS - Word	MS - Powerpoint	Spreadsheet	Image Editor	C
13	----- cannot be used while typing formula.	Number	Spaces	Characters	Special Characters	B
14	------- sorting method is used for Z to A sequence.	Ascending	Descending	Vertical	Horizontal	B
15	You can group the different objects	True	False			A

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
16	MS- PowerPoint is useful for making _____ at professional level.	Presentation	Webpage	Processing	Video	A
17	_____ bar is below Access bar	Access	Tool	Quick	Menu	B
18	_____ bar is above Tool bar	Access	Tool	Quick	Menu	D
19	_____ controls all the main slide control tasks for your presentation.	Task Pane	Task Bar	Control Panel	None of these	A
20	_____ means the effects given in Slide, regarding how the Objects appeared during Slide show.	Transitions	Layout	Animation	None of these	C
21	_____ Is a way of sending and receiving messages using a computer.	E-mail	G-mail	M-mail	A-mail	A
22	8 bits it is equal to _____ byte.	1	10	100	1000	A
23	In Computer Email is a way of _____ messages.	Copying	Sending	Delete	Downloading	B
24	"HTML" is acronym for what?	Hypertext Markup Language	High Tone Modifier Loop	Hypertext Markup Loop	None of the above	A
25	"WWW" is an acronym for what?	Wide World Web	World Wide Web	World Web Wide	Web Wide World	B