

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 40 - WPM BATCH - 103

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	.bmp is ----- file extension.	MS-paint	Photoshop	Coral draw	PageMaker	A
2	_____ is unit of computer memory.	cm	mm	bit	None of these	C
3	_____ is used to decode Bar Code	Bar Code Decoders	Bar Code Readers	Bar Code Printer	None of Above	B
4	_____ type of computer uses meter to show the comparison between two things.	Analogue	Digital	Super	Mainframe	A
5	_____ company has developed AVI for Windows Operating system.	Microsoft	Adobe	Google	Oracle	A
6	___ Is a blinking straight line where we can type the matter.	Cursor	Bar tab	Insertion Tab	Point	A
7	___ option cancels previous action in msword.	copy	paste	Formatting	undo	D
8	_____ command is present in home tab	sort	page number	margin	orientation	A
9	_____ option copies the selected text in MS Word 2019	paste	selected	copy	format	C
10	_____ space means there is the spacing of only one line which is by default.	2.5	1.5	2	1	D
11	= Now() function is used to insert current system time and date in current cell.	TRUE	FALSE			A
12	= Round() Function makes the number given in the bracket _____ to the number up to specific digit.	Maximum	Minimum	Round	None of these	C
13	= Sum (F8:F12) this function sort the values in cells range between F8 to F12.	TRUE	FALSE			B

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14	= SUM(E8:E11) this function is used to sort the values in between the range E8 to E11	TRUE	FALSE			B
15	= Sum(F8:F11) this function remove the values in cells range between F8 to F11.	TRUE	FALSE			B
16	----- view is useful to type matter on slide.	Print Layout	Outline	Normal	None of the above	C
17	----- view used to show slide presentation.	Slide Show	Presentation	File	Template	A
18	"Auto flow" command is available in _____ menu bar	Layout	File	Edit	Type	D
19	"Select all" command is available in _____ menu	Layout	File	Edit	Type	C
20 is used to create best presentation.	MS Word	Excel worksheet	Notepad	PowerPoint	D
21	.MIDI is a file extension of a sound file.	TRUE	FALSE			A
22	.mil is example of _____ website	Military	college	school	None of these	A
23	.org .in is example of _____	domain name	domain code	domain system	All of Above	B
24	.wav is _____ type of file.	image	text	audio	video	C
25	___ is necessary to connect our Computer with Internet.	Telephone Instrument	Modem	CD drive	Pen Drive	B