

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 40 - WPM BATCH - 105

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ allows information to be shared.	Data	notepad	Network	WordPad	C
2	_____ are characteristics of computer	Speed	Accuracy	Diligence	All of Above	D
3	_____ device is known as a brain of computer.	Input Unit	Output Unit	CPU	All of Above	C
4	_____ device is used to feed data and instructions to the computer	Control	Input	Output	Arithmetical & Logical	B
5	_____ disks use laser technology to store the data.	Optical	Magnetic	Floppy	Hard	A
6	_____ items are placed at the end of the document.	Header	Footer	End Note	Page number	C
7	_____ Key is used to start a new paragraph in MS-Word.	Down cursor key	Shift + Enter	Enter Key	Ctrl + Enter	C
8	_____ option is used to add the same space between lines	Spacing	Line spacing	Letter	Adding	B
9	_____ Tab in MSWord can be used to change character size and typeface?	View	Tools	Home	Data	C
10	_____ shortcut key is used for help in Ms-word	Ctrl+ F1	F1	F2	F3	A
11	In Excel _____ option is used for different mathematical processes.	Auto Fill	Auto Text	Mid Text	Formula	D
12	In MS- Excel Accounting number format can be applied by using _____ group in home tab.	alignment	styles	cells	number	D
13	In MS-Excel Comma style to a value in a cell can be applied by using _____ group in home tab.	cells	number	styles	alignment	B
14	In MS-Excel Percent style to a value in a cell can be applied by using _____ group in home tab.	styles	number	cells	alignment	B

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15	MS Excel 2019 is powerful_____	spreadsheet package	operating system	programming language	All of these	A
16	_____ is NOT a type of chart.	Polygon	Scatter	Pie	Line	A
17	_____ option is used to see slide show at some particular time interval.	Time	Rehearse Time	Automatic	Watch	B
18	_____ various Transitions available in MS - PowerPoint.	Shred	Switch	Flip	All of these	D
19	_____ view is useful to create a slide	Outline	Normal	Print Layout	None of these	B
20	_____ View is useful to type matter on slide.	Normal	Print Layout	Outline	None of these	A
21	_____ shortcut key is used for stop in Internet Explorer.	Esc	Tab	Ctrl	Shift	A
22	_____ type of printer prints character by character.	Laser	Dot Matrix	Inkjet	Plotter	B
23	_____ Button is used to reopen the web page on the Browser	Home	Backward Arrow	Refresh	Forward Arrow	C
24	_____ is a program which disturbs data files and command files.	Application program	System program	Virus	Instruction	C
25	_____ is shortcut key for refresh webpage.	F3	F4	F5	F6	C