

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 40 - WPM BATCH - 204

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ are types of computer	Analogue	Digital	Both A and B	None of Above	C
2	_____ computer is usually used in offices for work at desk.	Desktop	Laptop	Handheld	None of these	A
3	_____ device is mostly used to provide directions to the computer, while playing the computer games.	Mouse	Keyboard	Joystick	Printer	C
4	_____ device is used to translate Digital data into Analog data.	Memory	HDD	Mother Board	Modem	D
5	_____ input system uses voice recognition system	Voice	Text	Video	None of Above	A
6	_____ shortcut key is used to give Center alignment	Alt+E	Ctrl+E	Ctrl + L	Ctrl+T	B
7	_____ shortcut key is used to give left alignment	Alt+L	Ctrl+ I	Ctrl + L	Ctrl+T	C
8	_____ shortcut key is used to give right alignment	Ctrl+L	Ctrl+ R	Ctrl+Right	Alt +R	B
9	_____ Shortcut key is used to paste a matter in MS-WORD	Ctrl + V	Alt + V	Ctrl + C	Ctrl + D	A
10	_____ tab is used for mail merge	Data	Mailing	Review	View	B
11	_____ command is used to sort the data in MS-Excel.	Sort	Merge	Filter	Wrap	A
12	_____ command removes all auditing arrows in MS-Excel.	Remove	Delete arrows	Cut arrows	Remove all arrows	D
13	_____ function checks negative condition.	AND	OR	NOT	SUM	C
14	_____ is a correct syntax of AND function in MS-Excel.	AND (A+B+C)	AND(IF)	AND (Logical Test1, Logical Test 2 : :..)	AND(A:A5)	C

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
15	_____ is a correct syntax of NOT function in MS-Excel.	NOT (A+B+C)	NOT (IF)	NOT (A1:A5))	NOT (Logical Test)	D
16	_____ are Transitions available in MS PowerPoint	Fade	Push	Wipe	All of these	D
17	_____ software has been developed by microsoft company to create a multi media presentation.	Aftereffects	Photopaint	Moviemaker	Flash	C
18	_____ can be inserted in PowerPoint presentation.	Paper	Page	Hyperlink	None of these	C
19	_____ is added to a slide to illustrate and compare data	Chart	Images	Clip art	Line	A
20	_____ is available only in Powerpoint.	Slide Show	Window	View	Format	A
21	_____ Cables are more safe than coaxial cables.	Fiber-Optic	Twisted optics	Shield Twisted optics	None of above	A
22	_____ domain means military Web Site	mil	edu	com	gov	A
23	_____ is a type of flash drive.	CD	Pen drive	Hard Disk	Floppy disc	B
24	_____ is necessary to connect our Computer with Internet.	Telephone Instrument	Modem	CD Drive	Pen Drive	B
25	_____ Is standard Internet Protocol	IPX	SPX	ITC	TCP / IP	D