

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC ENG 40 - WPM BATCH - 301**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ is type of printer	character	laser	inkjet	All of Above	D
2	_____ is used for projection on screen on large wall	Printer	Monitor	Projector	HDTV	C
3	_____ is used in banks for cheque number printing	Voice	Light	MICR	Bar Code	C
4	_____ keys are called Toggle keys	Scroll Lock	Num Lock	Shift	Both A and B	D
5	_____ Keys are combination keys	Ctrl	Alt	Shift	All of these	D
6	_____ is collection of programs	Software	Hardware	System	Information	A
7	_____ is graphic and process diagrams to visually communicate information	Chart	Object	Smartart	Data	C
8	_____ item is printed at the bottom of each page	Header	Footer	End	Bottom	B
9	_____ made up of rows and columns	Cell	Table	Word	None of these	B
10	_____ means set of data	File	Computer	Instruction	Command	A
11	_____ is used to give better effect to numerical data in MS-Excel.	Wrap Text	Merge	Chart	Filter	C
12	_____ means such column of table in which Lookup value is to be searched.	Lookup value	Lookup Cell	LookUp Vector Column	Lookup Range	C
13	_____ option is used for applying sum, average, count, etc. on the data from different Excel sheets.	Data Conversion	Data Updation	Data Consolidation	Data Entry	C
14	_____ option is used to step by step evaluate and analyze formula in MS-Excel.	Formula	Check Formula	Evaluate Formula	Find Formula	C
15	_____ option shows formula in MS-Excel.	Show Formula	Show Cell Formula	Show from	Formula view	A

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
16	_____ is used to remove one letter immediately at the back cursor	Delete	Backspace	Back	Enter	A
17	_____ view is not available in PowerPoint	Normal	Web Layout	Reading View	None of these	B
18	_____ are transitions available in PowerPoint	Fade	Push	Wipe	All of these	D
19	_____ inserts current date and/or time to the current presentation.	Current Date	Current Time	Date & Time	None of these	C
20	_____ is a video file type.	.mp4	.txt	.png	.mp3	A
21	_____ are parts of email	to	subject	body	All of Above	D
22	_____ corrupts the file.	Antivirus	Screen Saver	Virus	Memory	C
23	_____ is a input device used in computer games or navigation system.	Joystick	Voice Input	Keyboard	Monitor	A
24	_____ is a light sensitive input device.	Keyboard	Light Pen	Monitor	Voice Input	B
25	_____ is a part of operating system that lets the user communicate with the computer.	Hard Disk	DVD	User Interface	Memory	C