

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 40 - WPM BATCH - 304

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ Are not display devices.	Printer	Hdtv	Projector	None of these	A
2	_____ are second fastest computers after super computers.	Mainframe	Mini Computers	Micro Computers	Super Computers	A
3	_____ are superlative in terms of capacity and most expensive..	Super Computers	Mainframe	Mini Computers	Micro Computers	A
4	_____ are types of micro computers.	DESKTOP	LAPTOP	HANDHELD	ALL OF ABOVE	D
5	_____ can be fit into the palm and by moving it over the image, the image is scanned.	Flatbed Scanner	Pen Scanner	Fax Machine	Portable Scanner	D
6	_____ is the combination of Rows and Columns.	Border	Table	TextBox	Rectangle	B
7	_____ is used to mark each and every point for order list	Border	Numbering	Order	Unorder	B
8	_____ is used to add clip art in your document	Insert	Review	View	Page layout	A
9	_____ is used to reverse action of undo	Redo	Repeat	Reverse	Cancel	A
10	_____ joins the selected cells into one larger cell and centers the contents in new cell	Merge & Center	Merge	Center	Connect	A
11	_____ Option is available only in MS_EXCEL Window.	Status Bar	Formula Bar	Menu bar	Title Bar	B
12	___ Means in built formula basically available in Excel	Programs	Value	Figures	Functions	D
13	= lower() function is used to convert the provided text into small cases.	TRUE	FALSE			A
14	= Upper() function is used to convert the provided text into -----	Small	Capital	Small Caps	Title only	B

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15	=LEN() is used to find the length of the string.	TRUE	FALSE			A
16	_____ view is not available in PowerPoint	Normal	Notes Page	Draft	None of these	C
17	_____ inserts decorative text in your presentation.	Word Art	Decorative Word	Art Word	Art Text	A
18	_____ is a type of slide in PowerPoint	Title only	status	Line	Circle	A
19	_____ option is used to see slide show at some particular time pause.	Time	Rehearse Time	Automatic	Watch	B
20	_____ Includes a combination of Text, Audio, Still Images, Video & Animation	Web Authoring	Graphics	Multimedia	Project Managers	C
21	_____ Is given on address bar in Internet Explorer.	Website Address	Web URL	E-mail Address	Both A & B	D
22	_____ and _____ are used in internet	server, megaserver	machine, telephone	server, client	machine, client	C
23	_____ Are used to give output in printed form.	Scanners	Printers	Monitors	CPU	B
24	_____ bytes= 1 kilobytes	1000	1040	1042	1024	D
25	_____ can effect the boot sector of the computer.	Boot sector Virus	File Virus	Antivirus	Memory	A