

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 40 - WPM BATCH - 305

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ can process billions instructions per second.	Mainframe	Mini Computers	Micro Computers	Super Computers	D
2	_____ computer can perform both Digital and Analogue operations	Digital	Analogue	Hybrid	None of Above	C
3	_____ computer operated on digital data such as numbers..	Analogue	Digital	BOTH A AND B	NONE OF ABOVE	B
4	_____ convert hard copy to optically scanned digital image	Printer	Scanner	Webcam	None of Above	B
5	_____ indicates the current position, where the character which we type is going to appear.	Mouse	Keyboard	Office Assistant	Curser	D
6	_____ make all content visible within a cell displaying it on multiple lines	Multiple	Text spacing	Multitext	Wrap Text	D
7	_____ means placing a coloured rectangle over on text	Highlighter	Selection	Editing	Colouring	A
8	_____ option is used to send your saved document	Save	Send	File	Open	C
9	_____ shortcut key is used for cut the selection text.	Ctrl+ C	Ctrl+V	Ctrl+X	Ctrl+A	C
10	_____ shortcut key is used for Underline	Ctrl+B	Ctrl+I	Ctrl+U	Alt +U	C
11	=round() function rounds off the given number upto a specific digit limit.	TRUE	FALSE			A
12	A Collection of worksheets is known as -----	Workbook	Worknote-book	Work document	Chart Book	A
13	A Column letter of the grid, also called as....., identified each column.	Column Heading	Column Reference	Name reference	Cell reference	A

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14	A dark colored strip showing the title at the top of MS- Excel window is called as _____	Status Bar	Title Bar	Scroll Bar	None of these	B
15	A formula in Excel always has to start with (fx).	TRUE	FALSE			B
16	_____ device is used to draw objects like lines, rectangle, oval shapes	Mouse	Joystick	MICR	Bar Code	A
17	_____ tab is not present in PowerPoint.	Design	Data	Review	View	B
18	_____ view is useful to type matter on slide.	Print Layout	Outline	Normal	None of the above	C
19	Animation refers to a combination of text, graphics, sound animation and video.	TRUE	FALSE			B
20	Audio / Sound data can be input through _____ device.	Mouse	Microphone	Hard Disk	Microprocessor	B
21	_____ Computers have size of a notebook and can be accommodated in a briefcase.	Mainframe	Super	Laptop	Mini	C
22	_____ Is a digital circuit which performs addition of binary numbers.	Subtractor	Adder	Register	Accumulator	B
23	_____ is another name of client	node	point	server	None of Above	A
24	_____ is collection of interconnected networks.	Adhoc network	Wireless network	Mobile network	Internet	D
25	_____ is default browser in windows	Mozilla	Navigator	Internet Explorer	None of Above	C