

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 40 - WPM BATCH - 401

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ is a brain of computer	CPU	MMC	FDD	All of Above	A
2	_____ is called photoelectric scanners.	Pen Scanner	Bar code reader	Portable Scanner	Flatbed scanner	B
3	_____ is interconnected network.	printer	Internet	Web site	Home page	B
4	_____ Is not output device	Speakers	Monitor	Printer	None of these	D
5	_____ Is permanent memory	Ram	Rom	Cache	None of these	B
6	_____ increase the margin between the border and cell	Increase	Increase Indent	Decrease Indent	Indentation	B
7	_____ is used to magnify the data	Zoom	Resize	Font style	View	A
8	_____ key is use for creating the new paragraph after the previous paragraph in the doucment.	Enter Key	Down Cursor Key	Shift Key	Ctrl	A
9	_____ make it easy to sort ,filter and format data within the sheet	Data	Table	Information	Text	B
10	_____ option is used to adjust column width automatically so as to fit all text in column	Autofit	Fit	Adjust	Correct	A
11	A group of more than one selected cells is known as _____	Cell Range	Row	Column	Table	A
12	A long horizontal box appeared at the right side of the name box is called as formula bar.	TRUE	FALSE			A
13	A single worksheet has _____ columns	16000	16384	17000	17384	B
14	A single worksheet has _____ rows	10,48,576	11,00,000	12,00,000	None of these	A
15	A thick border displayed around the active cell is known as _____	Cell Pointer	Selection	Border	Outline	A

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
16	Audio file can be played in _____ program.	media player	paint	corel	ms-word	A
17	Basic Shapes insert from -----	Insert =>Shapes	Insert =>Basic Shapes	Home =>Basic Shapes	Page Layout =>Insert Shapes	A
18	_____ will not be shown during full screen presentation.	First Slide	Last Slide	Hide Slide	None of these	C
19	_____ view is available in PowerPoint	Slide Mater	Handout Mater	Notes Master	All of these	D
20	_____ view used to show slide presentation.	Slide Show	Presentation	File	Template	A
21	_____ is examples of cloud storage	Google Drive	Yahoo Briefcase	Microsoft One Drive	All of Above	D
22	_____ is main computer in network which provides information to other computers.	node	server	client	None of Above	B
23	_____ is opening, copying and deleting files and folders etc.	Memory Management	File Management	Hardware Management	None of these	B
24	_____ uses the technique of Non-impact printing.	Ink-Jet Printer	Line Printer	Both A & B	None of the options	C
25	_____ Virus disturbs the files having .com or .exe extensions.	Boot	Bug	File	Blog	C