

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 40 - WPM BATCH - 402

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ is primary memory	RAM	HDD	FDD	All of Above	A
2	_____ is secondary memory.	HARD DISK	PEN DRIVE	CD/DVD	ALL OF ABOVE	D
3	_____ law is created for crimes that happen on cyber space.	Cyber Law	Cyber crime	Hacking	Browsing	A
4	_____ memory Device is permanently fixed into CPU cabinet of Computer	Floppy Disk	Hard Disk	CD	Pen Drive	B
5	_____ Memory is temporary memory	ROM	Virtual	RAM	External	C
6	_____ access toolbar contain save, undo and redo option	Home	Quick	View	Review	B
7	_____ create a large capital letter as a beginning of paragraph	Insert	Dropcap	Page layout	Add	B
8	_____ default alignment in ms-word	Right	Left	Center	Justify	B
9	_____ function key is used for spelling and grammer	F7	F6	F5	F4	A
10	_____ is shortcut key is used to paste	Ctrl+P	Ctrl+V	Ctrl+S	Ctrl+V	D
11	A Worksheet may contain more than 3 worksheets	TRUE	FALSE			A
12	According to the desired output, if we want to calculate input value then _____ facility in Excel can be used.	Goal Seek	Scenario Manager	Data Table	None of these	A
13	Active / Selected Sheet To use this command this command is used.	Review Tab - Protect Sheet	Data Tab - Protect Sheet	Insert Tab - Protect Sheet	None of these	A
14	Addition of cells B4 & F7 can be done using _____ Formula	=B4*F7	=B4+F7	=B4@F7	=B4/F7	B

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15	After applying filter in MS-Excel, records remain hidden permanently.	True	False			B
16	_____ is applied to objects such as text, Shapes.	Animation	Transition	Both A and B	None of Above	A
17	_____ is applied to slides.	Animation	Transition	Both A and B	None of Above	B
18	_____ is slide layout in PowerPoint	Master Slide	Main Slide	Title Slide	None of Above	C
19	_____ is slide layout in PowerPoint	Master Slide	Main Slide	Title Slide	None of these	C
20	_____ is useful for making presentation at professional level.	MS-PowerPoint	MS-Word	MS-Excel	MS-Access	A
21	_____ cards is used in digital Cameras, Mobile Phones, MP3 Players etc.	MICR	Bar code reader	Flash drive	Flash Memory	D
22	_____ computer consist of features related to analog as well as digital computer	Super	Mainframe	Micro	Hybrid	B
23	_____ input devices can be seen in ATM machines and mobile phones.	Joystick	Light Pen	Touchscreen	Mouse	C
24	_____ is a digital circuit which performs subtraction of binary numbers	Subtractor	Adder	Register	Accumulator	A
25	_____ is a type of Anti-Virus	MS-Word	MS-excel	Quick heal	Notepad	B