

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 40 - WPM BATCH - 501

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ computer is smallest in size and usually fits in palm	Desktop	Laptop	Handheld	None of these	C
2	_____ disk contains metallic platters.	Floppy Disk	Hard Disk	Optical Disk	Magnetic Tapes	B
3	_____ images are in the form of columns and rows.	vector drawn images	bit map images	line art images	None of these	B
4	_____ Is not type of printer	Plotter	Laser	Solid	Dot Matrix	C
5	_____ is the image form, we see moving image on screen.	still image	movement	audio	motion image	D
6	_____ option is use to change the selected text into uppercase or lowercase	Case	Changecase	Change	Convert	B
7	_____ option is used to replace the text in document	Change	Replace	Edit	Find	B
8	_____ option will be used for desired type of the Drop Cap.	cap	Drop	Caption	Drop Cap	D
9	_____ option is used to correct the spelling mistakes of word in the paragraph	Find	Spelling and Grammer Check	Checking	correcting	B
10	_____ enables to send same letter to many recipients	Letter	Mail Merge	Data	Merge	C
11	Aver() function in MS Excel 2019 will find average of the numbers from given cells ?	TRUE	FALSE			B
12	AVERAGE function is used to calculate the average of all the values of the range.	TRUE	FALSE			A
13	A-Z sequence means _____ sorting of a text.	Descending	Ascending	Vertical	Vertical d) Numeric	B

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14	Before using subtotal tool, the table must be sorted according to the column on which the subtotal is based.	TRUE	FALSE			A
15	Before using the Lookup Function it is necessary to sort it according to the Table Lookup Vector Column.	true	false			A
16	From the following options _____ is not a multimedia file.	.wav	.mp3	.xls	.avi	C
17	At the bottom side of the Animation Pane, with ----- button we can change the sequence of objects to be animated	sequence	Preferences	Re-order	Priorities	C
18	Blank, Comparison, Title only etc. are the types of slide layouts in PowerPoint.	TRUE	FALSE			A
19	Hardware that creates sound from a Mathematical representation-	Set top Box	Speaker	Sound Synthesizer	Receiver	C
20	Blinds, Honeycomb, Cube, Doors are some of the Transition effects in PowerPoint.	TRUE	FALSE			A
21	_____ can be used to decorate your desktop.	Wallpaper	Screen Saver	My Computer	Windows Explorer	A
22	_____ Identifies the location of a website on the internet.	Address Book	Hyperlink	Uniform Resource Locator	Uniform Resource Identifier	C
23	_____ is a set of program to detect virus in an Antivirus Program.	DVD	Virus Scan	CD	Hard Disk	B
24	_____ is a type of Digital Computer.	Super	Mainframe	Micro	All of these	D
25	_____ is an internet search tool.	Gmail	Facebook	Gopher	Chrome	C