

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 40 - WPM BATCH - 502

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ is used in ATM, Mobiles and Tablets	Bar Code	MICR	Touch Screen	Bar Code	C
2	_____ is volatile memory.	RAM	ROM	CACHE	None of these	A
3	_____ memory is mostly used in handheld computers	HDD	FDD	Flash	All of Above	C
4	_____ memory is temporary memory which acts as buffer between ram and processor.	RAM	ROM	CACHE	None of these	C
5	_____ printers are faster than dot matrix and inkjet printers.	PLOTTER	DYE SUBLIMATI ON	LASER	NONE OF ABOVE	C
6	_____ option adjusts the gap between two characters .	Spacing	Kerning	Joining	None of these	B
7	_____ means number of alphabet that appear little above of the normal text	Subscript	Superscript	Hyphen	Script	B
8	_____ option is used to copy formatting from one place and apply it to another	Copy	Formatting	Format Painter	Copy Formatting	C
9	_____ is used for Center Alignment in word in MS Word 2019 .	ctrl + b	ctrl + c	ctrl + d	ctrl + e	D
10	_____ view helps to set outline of current document	Page Layout	outline view	normal	web layout	B
11	By default, _____ protection is given by Excel to all cells.	Grouped	Ungrouped	Free	Locked	D
12	By default, Locked protection is given by Excel to all _____	Tables	functions	Cells	Data	C
13	By using ----- command selected cell range can be named with different name.	Formula Tab - Name Manager	Data Tab - Filter	Insert Tab - Name Manager	None of these	A

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14	By using ----- option in advance filter, the duplicate records can be avoided	List Range	Criterion Range	Copy to	Unique Records only	D
15	By using ----- tools, data in different worksheets can be combined and its summary can be created in another worksheet.	Data Consolidation	Data Validation	Conditional Formatting	None of these	A
16	BMP means _____	Bitmap	Presentation	Document	Folder	A
17	Idea Processing-Planning-Production-Testing are different _____ in Multi media project.	Hardware	Software	stages	None of these	C
18	By default the font size of the title Text box of Title slide is _____	40	43	42	44	D
19	By pressing _____ key we can stop the running slide show.	Close	Exit	Escape	None of these	C
20	By pressing close key we can stop the running slide show.	TRUE	FALSE			B
21	_____ is result after processing the input.	Input	Output	Logic	Storage	B
22	_____ is the powerful PC and data is stored in it.	Date Line	Client	Server	None of these	C
23	_____ is used for internet surfing	word	browser	excel	None of Above	B
24	_____ is used to read printer barcodes.	Barcode reader	Light Pen	Touchscreen	Mouse	A
25	_____ Software is a software that basically makes the computer work.	System	Application	Virtual	Compiler	A