

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 40 - WPM BATCH - 504

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ offers online buying things from home.	Shops	Server	MS-Word	Ecommerce	D
2	_____ are also called personal computers (p.c.).	MAINFRAME COMPUTER	SUPER COMPUTER	MICRO COMPUTER	MINI COMPUTER	C
3	_____ are second fastest computers after super computers.	Mainframe	Mini Computers	Micro Computers	Super Computers	A
4	_____ are used in weather forecasting.	Mainframe	Mini Computers	Micro Computers	Super Computers	D
5	_____ can be used to send and receive messages.	Word Processor	Windows	Image Editor	Email	D
6	__command/facility is used to correct the common spelling mistakes.	Auto Text	Auto Corrent	Auto Format	None of these	B
7	1.0 (Single) means the line spacing of only one line, which is actually by default.	True	FALSE			A
8	After clicking on Header and Footer we can edit it.	TRUE	FALSE			A
9	After clicking shades area in Scroll bar the matter gets scroll which can be up to one screen.	TRUE	FALSE			A
10	After clicking with mouse on top area of column in table ____ Will get selected.	Row	Column	Cell	Table	B
11	Cell Address / Cell Reference is the combination of Column Label and Row Number.	TRUE	FALSE			A
12	Cell address contains column label and row number in MS Excel 2019	TRUE	FALSE			A
13	Cell in MS Excel 2019 is a _____	intersection of only rows	intersection of only columns	intersection of rows and columns	None of these	C

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14	Cell pointer move to one cell up used -----	Press Enter Key	Press Shift+Enter Key	Press Shift + Alt	Press Alt+Shift Key	B
15	Cell value typed in selected cell displayed in _____	None	Title Bar	Formula Bar	Status Bar	C
16	Changes made in _____ applid to all slides.	First slide	Slide Master	Main slide	Last Slide	B
17	Click on _____ option in slide group of Home Tab to create a new slide.	Slide Layout	Transition	Animation	New Slide	D
18	Clipart option is available in Insert tab	TRUE	FALSE			A
19	Closing and existing in PowerPoint are same	TRUE	FALSE			B
20	Convert to SmartArt command is available in _____ group in PowerPoint	Font	Paragraph	Drawing	Editing	B
21	_____ protocol is used to transfer files of information in www.	HTTP	FTP	TCP/IP	None of Above	B
22	_____ scans the computer memory for virus.	Scanners	Speaker	Anti Virus	None of the options	C
23	_____ Allows to create a webpage with interactive content.	Java	C	HTML	XML	C
24	_____ are the animated objects that appear automatically on screen.	Wallpaper	Monitor	My Files	Screen Saver	D
25	_____ device consist of speech recognition software.	Voice Input	Light Pen	Monitor	Keyboard	A