

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC ENG 40 - WPM BATCH - 505**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ device is used to scan images, printed text, handwriting from papers.	Joystick	Gamepad	Scanner	ALL OF ABOVE	C
2	_____ are not a characteristic of computer.	Speed	Accuracy	Huge Data Storage	None of these	D
3	_____ is common name of flash drive.	Pen Drive	Memory Drive	Hard Drive	All of Above	A
4	_____ is character printer.	Plotter	Laser	Solid	Dot Matrix	D
5	_____ is type of optical Disk.	Floppy Disk Drive	CD	Hard disk	Pen drive	B
6	After clicking with mouse on top area of column in Table _____ will get selected.	Row	Column	Cell	Table	B
7	After double clicking on Header and Footer we can edit it.	true	false			A
8	After double clicking on selection area on the left bottom corner of cell, entire _____ will get selected.	Row	Column	Cell	Table	A
9	After inserting a picture in document, they have _____ resize handles .	6	8	12	10	B
10	After saving the document we can not change the data?	True	FALSE			B
11	Chart option is available in _____ in MS Excel 2019 .	Insert tab	Home tab	page layout tab	view tab	A
12	Clear command is present in _____ tab	Insert	Data	Home	View	C
13	Column are label as _____	1,2,3,4,..... ..	I,II,III, .....	A,B,C,D, .....	a,b,c,d, .....	C

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14	Column Index Number is the serial number of a _____ from table array from which corresponding value is to be given as output.	row	column	cell	text	B
15	Column width and Row height measured in .....	Cm	Inch	Meter	Point	D
16	In existing chart if you want to add more data you need to modify _____	None of these	Double click on the chart area	Source	Chart	C
17	Data consisting of text and numbers are best represented using ____ slide.	Table slide	Title slide	Comparison slide	None of these	A
18	Data consisting of title some text can be presented in _____ slide.	Title only	Title & content	Two content	Table	B
19	Design and Layout Theme are given to the slides according to Template selected.	TRUE	FALSE			A
20	Design/ Transition/ Animations/ Slide show tabs are available in _____	MS-Word	MS-Excel	MS-PowerPoint	MS-Access	C
21	_____ is a character set which is used for character encoding .	C-DAC	UNICODE	MS-Word	Documents	B
22	_____ is acronym for the address webpage.	LOC	IPSA	URL	VRL	C
23	_____ is the protocol, to transfer the data in the form of text.	HTTP	SMTP	FTP	PPPT	A
24	_____ means we can open or work on more than one application programs.	Unix	Multitasking	networking	processing	B
25	_____ option from Recycle Bin can recover an item which is accidentally deleted.	Delete	Restore	Home	Saved Documents	B