

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC ENG 40 - WPM BATCH - 601**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ can be used to make text more attractive.	font	size	color	All of these	D
2	_____ works for Modulation and Demodulation.	Router	Modem	Bridge	Hub	B
3	_____ device is used to draw diagrams, lines, circles etc.	Plotter	Biometric	Mouse	ALL OF ABOVE	C
4	_____ is a type of Social Networking service for specific subject.	Social Master Service	Social Navigation Social Network Service	Socializing Social Network Service	Server Service	B
5	_____ acts as a wall in between our computer and Internet.	Network	Server	Client	Firewall	D
6	After using Undo Command to redo the action _____ Command used.	Ctrl +Y	Ctrl +Z	Ctrl+A	Drop-Left	A
7	Arial, Arial Black are the examples of _____	Word Art	Fonts	Font Styles	Indents	B
8	Arranged data in ascending and descending order is called as _____	Arranging	Managing	Sorting	Formatting	C
9	Autocorrect is used for checking spelling and grammar	True	False			B
10	AutoCorrect was originally designed to replace _____ words as you type.	macros	template	mail merge	None of these	D
11	Column, Line, Pie, Bar are the subtypes of _____	Table	Sheet	Tree	Graph	D
12	Comments can be added to cells using _____	Cell Tip	Soft Tip	Web Tip	Smart Tip	A
13	Comparisons such as greater than, less than, between etc. Are available in _____ option of conditional formatting.	Top/Bottom rules	Color Scales	Data Bars	Highlight Cells Rules	D

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
14	Conditional Formatting to Remove Conditional Formatting in the Full Sheet ..... Click on this option.	Clear Rules from Selected Cells	Clear Rules from Entire Sheet	Both	None	B
15	Conditional Formatting to Remove Conditional Formatting of Selected Cells ..... Click on this option.	Clear Rules from Selected Cells	Clear Rules from Entire Sheet	Both	None	A
16	In multi media musical instruments can be attached to _____ port of the computer.	MIDI	USB	LAN	None of these	A
17	In multi media the height of the alphabates is measured in _____	pixels	points	Hertz	Bytes	B
18	DPI means Dot per Square Inch.	TRUE	FALSE			A
19	Draft view is ----- available in PowerPoint	not	available	Both A and B	None of Above	A
20	DTP Stand For -----	Desk Top Page	Desk Top Publishing	Desk Top Public	Disc Top Publication	B
21	_____ can permanently damage software applications	Virus	System Software	Application Software	Antivirus	A
22	_____ Identifies the location of a Web Site on the internet.	Anchor Tag	Hyperlink	Uniform Resource Identifier	Uniform Resource Locator	D
23	_____ is an internet search tool.	Gmail	Facebook	Chrome	Gopher	D
24	_____ is a hardware device.	Virus	Hard Disk	Norton	Quick heal	B
25	_____ Is used to view deleted emails.	Inbox	Spam	Outbox	Trash	D