MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 40 - WPM BATCH - 603

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____contains information about user or website which is frequently used.	ecommerce	mails	node	Cookies	D
2	_____indicates the website is of commercial type.	.org	.com	.gov	.mil	B
3	_____is software which is only used for browsing.	Server	Browser	Player	Editor	B
4	_____is used to connect computer to Internet.	Player	Modem	Router	Spooler	B
5	_____indicates the website is of international type.	.org	.com	.int	.mil	C
6	By default, on which page the header or the footer is printed?	Next Page	Previous Page	Odd Page	Even Page	C
7	By using Font Dialog Box - Advanced Tab we can set the following options?	Scale	Spacing	Position	All of these	D
8	By using _____ Combination Key we can Undo any mistakes.	Ctrl + A	Shift + A	Ctrl + Z	Shift + Z	C
9	By using _____ we can change the appearance of document.	Screening	Proffing	Printing	Fomatting	D
10	By using ┊┊┊┊┊┊┊┊┊┊ indent command you can set starting of first line of paragraph is to be made by leaving some space from starting of other lines in paragraph.	First Line	Default	Left	Right	A
11	Data sheet is used for storing the chart in MS-Excel.	TRUE	FALSE			B
12	Default Column Width in Excel is _____	7.43	8.43	6.43	9.43	B

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
13	Default file name in Excel workbook is	Document1	File1	Book1	None of these	C
14	Define the Big number of given range ⋮ ⋮ ⋮ ⋮ ⋮.. Do.	=min()	=Max()	=Range()	=round()	B
15	Delete sheet Command is given in _____tab.	Tools	Home	View	File	B
16	Following color modes are available in PowerPoint.	Color	Gray scale	Black and White	All of these	D
17	For changing layout of slide select Home=>_____ group=> Layout option.	Slide	Font	Number	Styles	A
18	For running slide show we can use the shortcut key	F4	F6	F5	F7	C
19	From which bar you can access Picture, Text Box, Chart etc?	File	Review	Insert	View	C
20	Guides command is chosen in the .... Tab to display Guides	View	File	Slide Show	Window	A
21	_____ printer prints character by character.	Line	Character	Laser	Plotter	B
22	_____ Is used to view deleted E-Mails.	Inbox	Spam	Trash	Outbox	C
23	_____are used for virus detection and deletion.	Antivirus	hardware	Flash Drives	DVD	A
24	_____is a popular image format to upload images on Internet.	.GIF	.MPEG	.XLSX	.TIFF	A
25	_____is valid type of printer.	icon	key	image	Laser	D