

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 40 - WPM BATCH - 604

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ is a acronym of the word " Web-log".	WB	Blog	WL	WC	B
2	_____ is an email server developed by Microsoft company.	Hotmail	Yahoo mail	Gmail	None of these	A
3	_____ is an email service provider by Google.	rediffmail	Hotmail	Gmail	Yahoo	C
4	_____ is an example through which people can share their thoughts, links and views on internet.	E-Commerce	E-mails	Chatting	Social Networking	D
5	_____ domain is used by military.	.edu	.mil	.gov	.org	B
6	Can we use Existing list in Mail Merge	True	False			A
7	Callouts buttons are in the _____ Option of Insert Tab.	Standard	Formatting	Status	Shapes	D
8	Callouts buttons are in the : : : : : : : : . Option of Insert Tab.	Standard	Formatting	Status	Shapes	D
9	Can we crop the image in Ms-word	True	False			A
10	can we insert rows in table	True	False			A
11	Delete sheet command is in _____ tab - cells group.	File	View	Home	Tools	C
12	Doughnut is one of the type of : : : : . in Excel.	Picture	Symbol	Chart	None of these	C
13	Doughnut is one of the type of chart in Excel	TRUE	FALSE			A
14	Each Excel file is called a Workbook because _____	User has to work hard to create it	It can contain Many Sheets	It can be modified	It contains Text and Data	B
15	Each row in Ms-Excel, is referred by a specific number.	TRUE	FALSE			A
16	Handout Master views in _____	Master Views	Drawing View	Formatting View	Standard View	A

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
17	Header & Footer options are given in _____ tab in PowerPoint	Windows	Insert	Slide Show	Format	B
18	Header and Footer options are available in _____ tab	Window	insert	Slide Show	Format	B
19	Horizontal and Vertical ruler meet each other at _____ point.	Common	Zero Set	Main	None of these	B
20	How to Hide Slide in Powerpoint?	View>> Hide Slide	View>> Hide Slide>> Hide Slide	Insert>> View>> Hide Slide	SlideShow>> Hide Slide	D
21	_____ means handling operations related to files and folders.	File Management	Memory Management	Hardware Management	Software Management	A
22	_____ means handling operations related to storage of data in a computer.	File Management	Memory Management	Hardware Management	Software Management	B
23	_____ of a computer is also called as Visual Display Unit.	Keyboard	Mouse	Monitor	Printer	C
24	_____ Shortcut key is used to stop loading of webpage in Internet Explorer.	Esc	Pg Up	End	Home	A
25	_____ button is seen on the extreme left hand side of task bar in windows 10.	Finish	Escape	Start	Delete	C