

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC ENG 40 - WPM BATCH - 703**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	1024 Giga Byte = 1 _____	Kilo Byte	Tera Byte	Mega Byte	Zetta Byte	B
2	1024 pb = _____	1 ZB	1 GB	1 EB	1 TB	C
3	1024 Peta Byte = 1 ____	Tera Byte	Zetta Byte	Exa Byte	None of Above	C
4	1024 TB = 1 _____	YB	PB	ZB	None of Above	B
5	1024 Terabyte = _____	1 KILOBYTE	1 MEGABYTE	1 GIGABYTE	1 PETABYTE	D
6	Dialog Box can not be resized.	TRUE	FALSE			A
7	Different types of Underlines are available in _____ Group of Home Tab.	Print	Font	Save as	Mail merge	B
8	Different types of Underlines are available in _____ Group of Home Tab.	Print	Font	Save as	Mail merge	B
9	Don't Hyphenate is used to avoid the automatic hyphenation.	True	False			A
10	Draw a line through the middle of the selected text is called strikethrough.	TRUE	FALSE			A
11	How many maximum worksheets can be inserted in a single workbook in MS Excel 2019 ?	265	256	250	255	D
12	How to calculate average value?	=sum()	=Max()	=IF()	=Average()	D
13	How to select single complete column in MS Excel 2019 ?	ctrl + a	ctrl + c	Alt + c	Click on column header	D
14	If any condition given to AND function is False, then AND function returns _____	True	False			B

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15	IF Functions is used no. of times in MS-Excel is called as _____ functions	Combined if	Nested If	Joint if	Add if	B
16	In _____ view the slides are displayed in small size like thumbnails.	Reading	Normal	Notes Page	Slide sorter	D
17	In _____ we can do Rehearsal of the time required for each slide.	Set up show	Slide Transition	Rehearse Timings	Custom Animation	C
18	In _____ view sequence of matter can be changed by selecting the slide.	Outline	Normal	Notes Page	Slide sorter	A
19	In _____ view all slides are displayed in small size like thumbnails.	Slide Show	Slide Sorter	Normal	Notes Pages	B
20	In _____ we can see all the slides in the presentation file in thumbnail view.	Proofing	Review	Notes page	Slide Sorter	D
21	A program used to access the internet is known as _____	Web site	Search Engine	Browser	Word Processor	C
22	A search engine is used to get information from _____	MS Office	Internet	Browser	Gmail	B
23	A search engine is used to get information from internet.	True	False			A
24	A search tool is a program that finds _____ that match keywords that you enter.	Server	Client	Website	Node	C
25	A website is a complete collection of webpages and folders.	True	False			A