MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 40 - WPM BATCH - 704

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	1024 Zetta Byte = 1 _____	Peta Byte	Exa Byte	Yotta Byte	None of Above	C
2	A folder is also called as Directory	TRUE	FALSE			A
3	A Internet is a combination of _____	website	Sub network	pictures	protocol	A
4	A set of Rule is called?	Browser	File	Variable	Protocol	D
5	A to Z characters are also called as _____	Number keys	Function Keys	Alpha Keys	Insert Keys	C
6	Drop Cap means	Small Caps	Title Case	All Caps	None of these	D
7	Due to _____Option Columns width is adjusted due to its content in the table.	Autofit	AutoFormat	AutoText	AutoCut	A
8	Entire Row will be selected, if we double click at Left-Bottom corner of a cell	True	FALSE			B
9	Envelop can create and print by using _____ tab	File	Mailing	Insert	Home	B
10	Exit option present in _____ menu	Insert	File	Data	Review	B
11	If the condition is True, then NOT function gives result as _____	True	False			B
12	If the Match Type is not mentioned in the formula, then it is considered as _____ by default.	0	-1	1	10	C
13	If the size of the cell is too small to accommodate the desired matter _____ is used to set text in cell	Text Orientation	Merge and Center	Wrap Text	Vertical Alignment	C
14	If there are conditions you can use when using Nasted If one has to use a number of Functions,	true	false			A

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15	If we increase the height of the row, the text matter automatically gets shifted to the ____ of the Cell	Bottom	Middle	Up	Down	A
16	In _____view we can see ony one slide at a time and can edit the same.	Slide Sorter View	Normal	Outline	Slide Show	B
17	In _____we can do Rehearsal of the time required for each slide.	Set Up Show	Rehearse Timings	Slide Transition	Custom Animation	B
18	In a PowerPoint Closing and existing are different	TRUE	FALSE			B
19	In a slide using Ctrl+I we can give _____ effect to a text selected.	italic	bold	underline	new	A
20	In general when the zoom is .... it is similar to the Print size of the slide.	75 percent	125 percent	100 percent	200 percent	C
21	After starting the computer the screen which we can see is called as _____	Processor	Document	Desktop	My computer	C
22	All the files that are deleted goes into _____	Recycle Bin	My Computer	Documents	Saved Documents	A
23	All web addresses start with _____	http://	smtp://	ftp://	html://	A
24	All web addresses start with http://	True	False			A
25	An _____ Is a program that provides tools for accessing web sites.	Google Chrome	Let's talk	Google talk	All of above	A