

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 40 - WPM BATCH - 705

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	A Web page means Collection of Information.	TRUE	FALSE			A
2	Accuracy is one of the characteristics of computer	TRUE	FALSE			A
3	Alphanumeric is a combination of _____	Letters	Numbers	Letters and numbers	Letters, numbers and special characters.	D
4	Alphanumeric keys contains - _____	Letter	Numbers	Letter & Numbers	Letters, Numbers & Special Characters	D
5	Alt & Ctrl keys are _____	Function keys	Option Keys	Combination Keys	All of these	C
6	Find and replace option available _____ tab	Review	Home	Insert	View	B
7	Footnote and Endnotes are exactly same.	TRUE	FALSE			B
8	For Closing the Print Preview Option, which of the following key we have to Press.	Alt	Esc	Ctrl	Delete	B
9	For Display Help we use following Shortcut keys	F1	F2	F3	F4	A
10	For Mail merge database list is to be inserted	TRUE	FALSE			A
11	If we merge two cells containing data in them in MS Excel 2019, which data is kept in merged cell?	we can not merge cells in MS Excel 2019	right most cell data	nothing is kept in merge cell	upper left most data	D
12	If we use multiple IF functions in one into another, it is called as _____	Clear rules form selected cells	Clear Rules from Entire Sheet	Both	None of these	B
13	If we want to delete any scenario, we use _____ option.	Remove	Close	Delete	Format	C

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14	If we wish to copy the formula to adjacent cells or cells just below, we can copy it by dragging _____ in MS-Excel.	VLOOKUP	HLOOKUP	DATEDIF	FILL HANDLE	D
15	If we wish to do some operation _____ on a particular table, then subtotals facility of MS-Excel is used.	individually	group wise	randomly	evenly	B
16	In Microsoft PowerPoint, two kinds of sound effects files that can be added to the presentation are	.wav files and .mid files	.wav files and .gif files	.wav files and .jpg files	.jpg files and .gif files	A
17	In MS-Office _____ tab is available only in PowerPoint.	Transitions	Animations	Slide Show	All of these	D
18	In MS-Office applications which application is used to create presentation.	Word	Excel	Presenter	None of these	D
19	In Normal view we can see any one slide at a time and can edit the same.	TRUE	FALSE			A
20	In Power point hyperlink option is available in _____	insert Tab-illustrations group	Insert Tab-Links group	Home Tab-Images group	None of these	B
21	An email program's can stored Email addresses in _____	Inbox	Address Book	Close	Outbox	B
22	An internet device is used to connect two or more network is called _____	Gateway	Router	Hub	Scanner	B
23	Antivirus are designed to stop _____	Deleting Files	Erasing data	Insert unnecessary data	All of these	D
24	Anyone can create and register website for personal / organization use.	true	false			A
25	Application and System is a type of _____	Virus	Software	Hardware	Antivirus	B