

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 40 - WPM BATCH - 802

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Arrow keys is also called as _____	Combination	Navigation	Addition	Changing	B
2	Automation is one of the characteristics of computer	TRUE	FALSE			A
3	Banks, Insurance companies etc. use _____ type of computer	Super	Micro	Mini	Mainframe	D
4	Baud Rate is measured in _____	Symbols per second	Symbol per minutes	Bits per seconds	Bytes per minute	C
5	BCC Stands for.	Black Carbon Copy	Black Code Card	Blind Carbon Copy	None of these	C
6	Generally ___ Alignment is used for paragraph having more than one line.	Left	Right	Center	Justify	D
7	Generally we are using the shortcut key Ctrl + Home for	Move the cursor to the beginning of Document	Move the cursor to beginning of line	to move the cursor to beginning of group	All of the above	A
8	Generally___alignment is used for paragraph having more than one line	left Align	Right Align	Center	Justify	D
9	Grammar Mistakes are underlined by curly line.	Green	Yellow	Blue	Red	A
10	Headers and Footers are displayed in _____ View.	Web layout	Print layout	Normal	outline	B
11	In ----- Filter, we can give Criteria on multiple columns.	Advance Filter	Custom Filter	Both	None of these	C
12	In MS Excel 2019 which group contains the insert, delete and format options ?	alignment group	Styles group	cells group	editing group	D
13	In MS Excel 2019 which group contains the sort & filter, find and select options ?	alignment group	font group	cells group	editing group	D

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14	In MS Excel 2019 which group contains the wrap text, merge and center options ?	alignment group	font group	cells group	editing group	A
15	In you can give more than one criterion on one column at the same time.	Advance Filter	Custom Filter	Both	None of these	C
16	In PowerPoint , to hide any slide _____ option is used.	slideshow-setting	File menu	Slideshow-setup	Home tab-style menu	C
17	In PowerPoint , we can not change background of each slide	TRUE	FALSE			B
18	In PowerPoint , we insert table in slides using _____ option.	Insert- table	Insert - slide-table	Insert-table-slide	None of these	A
19	In PowerPoint , which option is used to hide any slide ?	Slideshow-setup	File menu	slideshow-Hide Slide	Home tab-style menu	C
20	In PowerPoint _____ is the top slide that stores information about the theme	Slide master	Slide sorter	Slide Theme	None of these	A
21	By using paste option, file to the location where we want _____ is require to do.	Copy file	Move file	Rename file	delete file	A
22	By using what the client PCs can communicate with each other within the network?	Client	Webpage	Client	Server	D
23	Can you get infected by a virus via Email?	Virus	12 GB File	24 GB File	Hardware	A
24	CD is a type of primary memory.	TRUE	FALSE			B
25	Charles Babbage created a calculation machine named as _____	Analytical Engine	Automatic Processor	Automatic Engine	Quick Heal	A