

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 40 - WPM BATCH - 804

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Buying and selling with the help of internet is called _____	Ecommerce	email	service	Ethernet	A
2	Buying and selling with the help of internet is called Ecommerce.	TRUE	FALSE			A
3	By using _____ option in Start Menu, we can search any file in the Computer.	Shutdown	Programs	Search Programs and Files	Documents	C
4	By using _____ option is on the Start Button, we can open any Program.	Documents	Find	Shutdown	All Programs	D
5	By using the device _____, a document can be scanned.	Scanner	Keyboard	Barcode Reader	Mouse	A
6	Hyperlink, Bookmark & Cross Reference etc. option is available under _____ Group of Insert Tab	Illustration	Links	Text	Symbol	B
7	If the mouse moves in _____, the pointer look I-beam shape.	Page Area	Tabs & Ribbons	Status bar	Title Bar	A
8	If we ____ on the file name appearing in Recent will be opened on the screen	click	move	insert	delete	A
9	If we want to add fraction _____ option is used	Symbol	Equation	Insert	Home	B
10	If we want to apply different shapes, designs to the text, we can use _____ Feature in MS-Word 2019.	Insert	Shape	ClipArt	WordArt	D
11	In Cell Entered Text aligned automatically _____	Left Aligned	Center Aligned	Right Aligned	Justify Aligned	A
12	In Conditional Formatting ----- option is used to format the cells based on values contained in the cells.	Top / Bottom Rules	Highlight Cell Rules	Data Bars	Color Scales	B

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13	In Conditional Formatting Rule of this option only applies to Numeric Data.	Top/Bottom Rules	Color Scales	Data Bars	All of these	D
14	In conditional formatting the rules in ----- option are applicable only if cell contains a numerical value	Top / Bottom Rules	Color Scales	Data Bars	All of these	D
15	In Excel - 2019 all commands are give in the form of menus and ribbon.	TRUE	FALSE			A
16	In PowerPoint Broadcast Slide Show option is available under ____ ribbon.	Transition	Animation	Review	Slide Show	D
17	In PowerPoint default layout of first slide is	Title and content	Section Header	Blank	Title Slide	D
18	In PowerPoint design of the text can be changed by applying _____ command.	Underline	Bold	Font	Font size	C
19	In PowerPoint different views is inside _____ group in View tab	Alignment	Font	Presentation Views	Page setup	C
20	In PowerPoint file of 10 slides, you are currently on 5th slide and you want to start presentation from same slide, _____ option to be used.	From Beginning	From Current Slide	Broadcast Slide Show	Custom Slide Show	B
21	Computers are connected with each other by using concept of _____	Networking	Connecting	Sharing	E-learning	A
22	Computers in a local area network are connected by _____	Sting	Cables	Telephone Lines	No Connections is needed	B
23	Copying a file from the internet to your computer is called as	Unloading	Downloading	Reloading	Uploading	B
24	CPU is called as the _____ of computer	Brain	Heart	Lungs	Liver	A

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25	Cursor pointer changes to a hand when cursor goes over a _____	Task Bar	Hyperlink	Status Bar	Address Bar	B