

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC ENG 40 - WPM BATCH - 805**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Capacity of CD is _____	500 MB	4.7 GB	700 MB	1 TB	C
2	Capacity of CD-RW is _____	500 MB	4.7 GB	700 MB	1 TB	C
3	Cache Memory is known as _____ memory in computer.	Temporary	Processor	Flash	Permanent	A
4	Cache memory is temporary memory which acts as buffer between _____	RAM AND HARD DISK	RAM AND PROCESSOR	RAM AND MOTHERBOARD	None of these	B
5	Cache memory provides data for _____ to _____	HDD, Storage	FDD, Storage	CPU, Processing	None of these	C
6	If we want to apply different styles ,shapes and design of text we can use _____ feature	Style	Wordart	Formatting	Text	B
7	If we want to make some modifications in the previously created Recipients' address list, we can use ..... option in Mailing Tab.	New List	Use Existing List	Edit Recipient List	Select Recipients	C
8	If we want to Print horizontally : : : : : : : ..... Page Orientation we can use.	Portrait	Orientation	Landscape	Review	C
9	If we want to start new text on new page by leaving or breaking the current page, then insert _____ break.	Page	Column	Text	Line	A
10	If you insert picture in a word document ____resize handles appear	8	4	5	6	A
11	In Excel default row height is _____	10	12	11	15	D
12	In Excel _____ is shortcut to make cell content italic	Ctrl + I	Ctrl + O	Alt + I	Alt + O	A

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
13	In Excel Hlookup is used to search data by reference horizontally	TRUE	FALSE			A
14	In Excel selected cells are called as _____	Cell Range	Row Range	Column Range	Formula Ragne	A
15	In Excel symbol can be inserted using _____ menu	Review	Page Layout	Insert	Home	C
16	In Which Ribbon, we can create the charts	View	Insert	Reference	Page Layout	B
17	Interleaving the audio and video Segments of a video clip together in data file is _____	Flare	Helical Scan	Hot Spots	Flattening	D
18	In PowerPoint file of 20 slides, you are currently on 9th slide and you want to start presentation from 1st slide, _____ option to be used.	From Begining	From Current Slide	Broadcast Slide Show	Custom Slide Show	A
19	Monitor Screen resolutions is measured using _____ unit	Inch	Pixel	Point	cm	B
20	MP3 is only an audio file.	TRUE	FALSE			A
21	Data cannot be erased once it is stored on a CD.	TRUE	FALSE			A
22	Data in fiber-optic Cable is transferred through _____	Waves	Light pulses	Range	None of above	B
23	Data storage capacity of flash memory cards is from _____	1MB to 10 MB	10MB to 100MB	100MB to 1GB	2GB to 64GB	D
24	Decompression of a compressed file/folder is also known as _____	Resolution	Evaluation	Interaction	Extraction	D
25	Deleted E-Mails are permanently removed from E-Mail account.	Never	Always	Sometimes	None of these	A