MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 40 - WPM BATCH - 901

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Capacity of Compact Disk (CD) is _____	100 MB - 200 MB	650 MB - 1 GB	500 MB - 1200 MB	1.6 GB - 4.7 GB	B
2	Capacity of Digital Versatile Disk (DVD) is _____	100 MB - 200 MB	650 MB - 1 GB	500 MB - 1200 MB	4.7 GB - 17 GB	D
3	Capacity of DVD is _____	500 MB	4.7 GB	700 MB	1 TB	B
4	Capacity of DVD-ROM is _____	500 MB	4.7 GB	700 MB	1 TB	B
5	CD can be read fast if the speed of CD/DVD Drive is improved.	TRUE	FALSE			A
6	If you want add π ,so we can inset it from _____	Symbol	Equation	Data	Insert	A
7	If you want to print active page _____ option is used	Active Page	Page	Current Page	None	C
8	In .... we can store the required different formatting by placing name for it.	Styles	Formats	Defaults	Templates	A
9	In .... view. page number will gets displayed.	Home	Normal	Print Layout	Web Layout	C
10	In ___ We can store the required different formatting by placing name for it.	Styles	Defaults	Formats	Templates	A
11	In excel to perform mathematical operations _____ can be used.	Autofill	Text	Mid	Formula	D
12	In Excel Vlookup is used to search data by reference vertically	TRUE	FALSE			A
13	In Excel We can use arrow keys with _____Key to select range.	Alt	Ctrl	Enter	Shift	D
14	In Excel Which Tab is used for Set background of Sheet	Insert ->Clipart	Page Layout-> Background	Page Layout->them es	Insert ->pictures	B

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15	In Excel which Tool is used to insert readymade Shape like Rectangle, Arrow, Lines, Symbols ?	Insert---> Pictures	Insert---> SmartArt	Insert---> Shapes	Insert---> Clip Art	C
16	In Powerpoint Header and Footer Option is available in _____ Tab.	Home	Insert	View	Review	B
17	In Powerpoint Notes Master Option is available in _____ Tab.	Home	Insert	View	Review	C
18	In PowerPoint Objects can be rotated using _____ in format tab	Delete	Cut	Copy	Rotate	D
19	Pie chart can be plotted on _____	None of these	Only one data series	Multiple data series	Only two data series	B
20	In PowerPoint placeholders can be used to insert _____	Text	Picture	Objects	All of these	D
21	Deleted emails are shown in _____ menu.	Sent	Trash	Draft	Inbox	B
22	Destructive programs attached to spam email are called _____	Viruses	Drafts	Spams	Trash	A
23	Different formats of files are identified by their _____	text	sound	extension	data	C
24	Download means to copy a file from _____	Server to server	Your computer to Server	Server to your computer	All of above	C
25	Download means to copy a file from your computer to another computer	TRUE	FALSE			B