

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC ENG 40 - WPM BATCH - 902

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	CD is used to store _____.	Audio file	Video file	Data file	All of these	D
2	CD means _____	Compact Disk	Complete Disk	Computer	All of these	A
3	CD-_____ means rewritable.	CD-RW	R-E	RM	RI	A
4	CD-R means _____.	CD-recordable	CD-readable	CD-Rewritable	None of these	A
5	CHARACTERISTIC OF I.C. is that it _____	Bulky	Slow	Never Became Warm	None of these	C
6	In _____ header and footer is visible	Print layout	Normal	View	Review	A
7	In _____ tab of Page Background group Page Border option is available.	Page Layout	Page Margin	Page Color	All of these	A
8	In _____ View, automatic page break are displayed with Dotted lines.	Outline	Draft	Web Layout	Print Layout	B
9	In _____ View, automatic page break are displayed with Dotted lines.	Web Layout	Print Layout	Draft	Outline	C
10	In _____ View, Page numbers gets displayed.	Normal	Web layout	Print layout	Home	C
11	In excel you can change header and footer by -----	Insert	Cells	File	View	A
12	In home tab and cells group in MS Excel 2019 , delete button can not delete__	cells	rows	sheet	workbook	D
13	In Lookup function syntax, the _____ is that column in which lookup value is searched.	Lookup Value	Lookup Vector	Column Index	All of these	B
14	In Lookup Function, parameter 0 stands as False.	True	False			A

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15	In Lookup Function, parameter 1 stands as False.	True	False			B
16	In PowerPoint Rehearse Timing option is available under _____ ribbon.	Slide Show	Review	View	Design	A
17	Presentation slides can be made in Word.	true	false			B
18	In PowerPoint -rulers and gridlines can be inserted using _____ option	View-window	view-time	View -show	None of these	C
19	In PowerPoint Set Up Slide Show option is available under _____ ribbon.	Design	Review	Slide Show	Home	C
20	In PowerPoint shortcut key for insert hyperlink is _____	Alt + K	Ctrl + H	Ctrl + K	Alt + H	C
21	Due to _____ our computer can get slow or hang frequently.	Virus	Software	Hardware	None of the options	A
22	E Mail is _____ mail	electronic	electric	emerging	All of Above	A
23	Each site on the internet has Unique IP address and an associated name is called as	A NIC name	A packet signature	An internet locator	A domain name	D
24	Each window of web browser is called as _____	Tab	Frame	Circle	Square	A
25	Email accounts separate the name and the domain with an _____ symbol.	Dot(.)	Black dots	@	And (&)	C