

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC ENG 40 - WPM BATCH - 905**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	DOT Matrix printer is an example of printer.	TRUE	FALSE			A
2	Computer used on individual counter which does not have CPU is called as _____	Laptop PC	ThinClient	Notebook PC	None of these	B
3	Control unit controls _____	Input	Output	Processing	All of Above	D
4	CPU consist of _____	Memory Unit	ALU	Control Unit	All of Above	D
5	CPU means central _____ unit	Process	Processed	Processing	Processed	C
6	In Ms - Word, if you want to create a group of multiple pictures, then Drawing Tools Tab - Format Tab - ..... option can be used.	Align	Group	Text Wrapping	Rotate	B
7	In MS word 2019, how many change case options are available?	End of document	Bottom of a Page	End of Heading	None	D
8	In Ms- Word for what does the ruler help .....	To set tabs	To set indents	To change page margins	All of the above	D
9	In MS Word Sort Button is given in _____ Group of home tab.	Standard	Drawing	Status	Paragraph	D
10	In Ms- Word View Tab contains _____	Page Layout	Full Scree Reading	Web Layout	All the above	A
11	In MS Excel Page Break can be Viewed in _____	Form	Print Back Preview	Page Break Preview	Normal	C
12	In Ms Excel, Data Tools, Outline, Sort Filter, Connections, Get External Data groups are come under Review Tab	TRUE	FALSE			B
13	In MS Excel, with the help of _____ option we can group multiple rows or columns.	Group & Ungroup	Merge	Together	Compact	A

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14	In MS Excel, with the help of Group & Ungroup option we can group multiple rows or columns.	True	False			A
15	In MS Excel, with the help of Group & Ungroup option we can group multiple _____	Tables	Rows or Columns	Cells	functions	B
16	In PowerPoint we can also add screenshots.	TRUE	FALSE			A
17	In PowerPoint we can insert _____ to illustrate and compare data.	Clip Art	Chart	Illustration	Data	B
18	In PowerPoint we can set _____ to Action Buttons type of shapes.	points	Action	shapes	None of these	B
19	In PowerPoint we can set action to _____ type of shapes.	Action Buttons	Action Shapes	Active Button	None of these	A
20	The Visual representation of project is called -	A Navigation map	A Master layout	A Prototype	A Synthesizer	A
21	First Generation computers were used in period _____	1940 To 1956	1956 To 1963	1963 To 1971	1971 To 1990	A
22	Following internet standard domain country code is used by India.	.com	.org	.net	.in	D
23	Following software is used to browse internet under MS-Windows____	Word Processor	Internet Explorer	Windows Explorer	None of these	B
24	For _____ type of disk laser technology is used.	Magnetic	Optical	Electric	Hard	B
25	For _____ process microprocessors are used.	Arithmetic & logical	Virtual	Binary	Secondary	A