

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
05 Jul 2024 SSD 50-WPM BATCH-101
FINAL ANSWER KEY

| Sr.No | Question | Option A | Option B | Option C | Option D | Provisional Answer | Final Answer |
|-------|--|--------------------|---------------------|---------------------------|----------------|--------------------|--------------|
| 1 | In one TAB _____ distance. | 1 Inch | 1.5 Inch | 0.5 Inch | 0.5 CM | C | C |
| 2 | CD is used to store _____ | Audio file | Video file | Data file | All of these | D | D |
| 3 | Ctrl + v = _____ | Cut selected items | Copy selected items | Paste Copied or Cut items | Undo an action | C | C |
| 4 | Image on the screen of monitor are formed by various _____ | Picos | Pixels | Points | None of these | B | B |
| 5 | We should always keep ON security settings of the Browser. | TRUE | FALSE | | | A | A |
| 6 | _____ Tab in MSWord can be used to change character size and typeface? | View | Tools | Home | Data | C | C |
| 7 | keys to select the document from cursor position to the end. | Ctrl+Shift+Home | Ctrl+shift+F8 | Shift+PageUp | Ctrl+Shift+End | D | D |
| 8 | You can build your own equation using this _____ option | Insert Equation | Insert | Mathematical Equation | Equation | A | A |
| 9 | Mail Merge option is available in _____ Menu | Review | View | Reference | Mailing | D | D |
| 10 | Line tool button is given in Insert Tab - _____ option. | Standard | Shape | Formatting | Status | B | B |
| 11 | Using which tab the new comment insertion can be done in MS Excel 2010 ? | data | view | review | home | C | C |
| 12 | Which keyboard key should be used to delete cell contents in MS Excel 2010 ? | end | home | delete | shift | C | C |
| 13 | To select an entire row, we should click on row number. | TRUE | FALSE | | | A | A |
| 14 | Where you find the option to include picture on worksheet in MS Excel 2010 ? | embed tab | picture tab | hyperlink tab | insert tab | D | D |
| 15 | If you press _____ the cell accepts your typing as its contents. | Space Bar | ESC | Enter | Backspace | C | C |
| 16 | In PageMaker, Which command is used to view the slides in a large size | Zoom In | Maximum | Zoom Out | None of these | A | A |

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| 17 | _____ is size of on screen show. | 4 : 3 | 16 : 9 | 16 : 10 | All of these | D | D |
| 18 | In general when the zoom is it is similar to the Print size of the slide. | 75 percent | 125 percent | 100 percent | 200 percent | C | C |
| 19 | In PageMaker Polygon tool can draw polygon of maximum 100 slides | TRUE | FALSE | | | A | A |
| 20 | We can see the object in big size using command. | Zoom In | Zoom Out | Size in | Size Out | A | A |
| 21 | The storage capacity of _____ type of disk is greater. | Hard | DVD | CD | Floppy disc | A | A |
| 22 | _____ scans the computer memory for virus. | Scanners | Speaker | Anti Virus | None of these | C | C |
| 23 | Emails sent to other accounts are shown in _____ menu. | Inbox | Spam | Sent Item | Trash | C | C |
| 24 | If you move the mouse pointer on hyper-links, the pointer changes its shape to a | Hand | Thumb | Arrow | Left Arrow | A | A |
| 25 | _____ Is a free email program that you can access from any web browser. | Gmail | Hotmail | Yahoo mail | All of these | D | D |