

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**05 Jul 2024 SSD 50-WPM BATCH-102**  
**FINAL ANSWER KEY**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer	Final Answer
1	_____ input system uses voice recognition system	Voice	Text	Video	None of these	A	A
2	Latest version of Operating system always has latest	latest songs	latest pictures	less security features	Latest security features	D	D
3	Audio / Sound data can be input through _____ device.	Mouse	Microphone	Hard Disk	Microprocessor	B	B
4	F1 - f12 keys are called	Formula Keys	Shortcut Keys	Function Keys	None of these	C	C
5	Hard disk is secondary storage Memory.	TRUE	FALSE			A	A
6	Headers and Footers are displayed in _____ View.	Web layout	Print layout	Normal	outline	B	B
7	The common letter sent on different addresses is called	Mail Merge	Merge	Letters	E-mail	A	A
8	For Closing the Print Preview Option, which of the following key we have to Press.	Alt	Esc	Ctl	Delete	B	B
9	we can see full screen from _____ Tab	Review	View	Layout	References	B	B
10	In Ms- Word which shortcut key is used to make text Italic.	Ctrl + U	Ctrl + I	Ctrl + B	None of these	B	B
11	Underline or double underline can be given using button in home tab in MS Excel 2010 .	TRUE	FALSE			A	A
12	In Excel default row height is	10	12	11	15	D	D
13	Top 10 Items option is available under _____ option of conditional formatting.	Top/Bottom rules	Color Scales	Data Bars	Highlight Cells Rules	A	A
14	To insert new worksheet in a workbook home tab - cells group - insert command is used.	TRUE	FALSE			A	A
15	_____ is NOT a type of chart.	Polygon	Scatter	Pie	Line	A	A
16	In PowerPoint, arc is drawn by using _____	Home tab-styles option	Home tab-View option	Home tab-Drawing option	None of these	C	C
17	In PageMaker, _____ tool is used to draw squares and rectangles	select tool	Line tool	Rotate tool	Rectangle tool	D	D

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18	What is present at the left side in PageMaker window?	Tool Box	Tool bar	Menu bar	Command bar	A	A
19	To save presentation with different name _____ command is used	Save	Save As	Save Different	None of these	B	B
20	Exiting and _____ in PowerPoint are same	Alt + F2	Ctrl + F4	Alt + F4	Shift + F4	C	C
21	The type or format of the file is determined by _____ contained in the file.	Paper	Data	Material	Documents	B	B
22	GUI is graphical user interface	TRUE	FALSE			A	A
23	_____ is a set of program to detect virus in an Antivirus Program.	DVD	Virus Scan	CD	Hard Disk	B	B
24	_____ system is use send electronic message.	Online service	E-mail	Voice mail messages	Shared mail	B	B
25	A domain name ending with ".net" is _____	A government Site	A commercial site	A network site	An organization	C	C