

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 50-WPM 24 Dec 2024 SSD 50-WPM BATCH-101
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	In Word the Insert Index is under _____ group in References Tab	Caption	Index	Citation	Orientation	B
2	In MS-Word the 'Insert Citation' is under _____ tab	Insert	References	Review	Home	B
3	In MS Word translate option is under _____ tab.	Home	View	References	Review	D
4	To undo more than one actions, _____ is used on the Undo of Quick Access Toolbar.	Drop-Up	Drop-Down	Drop-Right	Drop-Left	B
5	As we add signature to a document, to a Word document we can sign using _____	Signature	Digital Signature	Convert	Sign	B
6	In MS-Excel, ____ facility gives dynamic summary of a long table from different dimensions.	Table	Pivot Table	Graph	AutoSum	B
7	In MS Excel, options present under pivot table gives a chart based on the pivot table.	Chart	Graph	PivotChart	PivotTable	C
8	Selected the text and click on Button in Font Group of Home Tab to give shadow to text.	Shadow	Bold	Italic	Underline	A
9	In MS-Excel, ____ facility gives dynamic summary of a long table from different dimensions.	Table	Pivot Table	Graph	AutoSum	B
10	sum(\$A\$1:A5). In this formula A5 is	Absolute	Relative	Default	Auto	B
11	In PowerPoint Photo Album option is available in	Insert Tab Illustrations group	Home Tab Images Group	Insert Tab Images Group	None of these	C
12	In Animation Tab .. Timing Group option is used to give the timing for animate the object inserted in the slide	Duration	Delay	Timing	None of these	A

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 50-WPM 24 Dec 2024 SSD 50-WPM BATCH-101
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
13	Auto preview option is available inTab in Preview Group	View Presentati on View	Review Proofing Group	Animation s Preview Group	None of these	C
14	To check the spelling of text inserted into the slide Tab Spelling Option is used.	Insert Text Group	Review Proofing Group	Design Tab Page Setup	None of these	B
15 command is used to see the object on screen in small or big size.	Zoom In	Zoom out	Both A & B	None of these	C
16	The _____ memory is located on the Motherboard of computer itself.	External	Secondary	Internal	None of the options	C
17	Audio/sound can be input through device	Mouse	Micropho ne	Hard disk	Keyboard	B
18	Window 7 is a multi user operating system.	TRUE	FALSE			A
19	Control Unit is part of	Cabinet	Monitor	CPU	None of Above	C
20 Unit controls all the processes performed by the other units of computer.	Control	Arithmetic & logic	memory	All of these	A
21	We can get the _____ fonts along with Windows & operating system	file	Unicode	Gadgets	Special	B
22	In Windows Explorer you can see the tree structure of all available folders at _____ side	Right	Left	Center	Bottom	B
23	We can import graphics through _____ option in PageMaker.	Import	Insert	Place	Alerts	C
24	The shortcut key for Paragraph Specification in Pagemaker is _____.	Ctrl+P	Ctrl+T	Ctrl+M	None of the options	C
25	Supply includes which of the following?	Goods	Services	Goods or services	Goods and Services	D