

**MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE**  
**OBJECTIVE QUESTION**  
**GCC - TBC 50-WPM 24 Dec 2024 SSD 50-WPM BATCH-102**  
**PROVISIONAL ANSWER KEY**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	In MS-Word _____ is used to insert signature line which specifies individual who must sign.	Date & Time	Symbols	Object	Signature Line	D
2	In MS-Word the 'Insert Index' option is available in _____ tab	References	Insert	Home	Page Layout	A
3	In MS-Word the Ruler option is available under _____ tab.	View	References	Insert	Home	A
4	To restrict how many people can edit or format specific parts of the document use _____ option in Review tab.	Insert Ciation	AutoCaption	Compare	Restrict Editing	D
5	In MS-Word to create an automatic 'Table of Figures' , select it from _____ group in References tab.	Table of Content	Captions	Table of authorities	None of these	B
6	sum(\$A\$1:A5). In this formula A5 is _____	Absolute	Relative	Default	Auto	B
7	_____ function gives the current system Date and Time as the result.	Date()	Now()	DateValue	DateDiff	B
8	_____ Function gives the Hour part separate from the given time.	Hour	Minute	Second	Now()	A
9	In database _____ refers to the cell range which contains the column name and value as criteria.	Field	Criteria	Date	Filter	B
10	In MS-Excel _____ is used to sort range in ascending order.	Sort A to Z	Sort Z to A	Arrange	None of Above	A
11	To convert a text in a slide into hyperlink follow _____	Select text=> Insert=> hyperlink	Select text=> insert => Image	Select text=>Insert=>Character	Select text=>Design=>Themes	A
12	..... facility is used to set timing for slide show in PowerPoint.	Slide Show	Custom Show	Rehearse Timings	Animation	C
13	..... option is used to insert the Pictures, Images etc. in PowerPoint	Home Tab Insert Group	Insert Tab Images Group	Slide Show Tab Transition Group	None of these	B

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14	In a slide if you have a heading to give as well as content to explain it we can use _____ type of slide.	Title	Two-content	Title & content	Comparison	C
15	To Change the animation order of object in the slide ..... option of Animation Tab is used.	Preset animation	Animation Pane	Slide Transition	Set Up Show	B
16	To change the screen saver of the window .....	Goto Settings	Right click on desktop=>personalize	Left click on desktop=>personalize	None of the options	B
17	..... is the ability to work on more than one task at a time.	Multiprocessing	Multitasking	Networking	Unix	B
18	In Binary system each 0 or 1 is called .....	Byte	Bit	Nibble	None of Above	B
19	The screen resolution can be changed in the ..... tab in display properties.	Right click on desktop	My Computer	My Document	Recycle Bin	A
20	The process of reducing size of the file if it is large is called .....	File compression	File Expand	Programming	Reducing	A
21	We can change Polygon Settings from Element Menu in PageMaker	TRUE	FALSE			A
22	_____ is a systematically kept record of items related to business.	Drawing	Account	Transaction	asset	B
23	F6 is used for purchase voucher	TRUE	FALSE			B
24	To edit the Story in PageMaker _____ shortcut key is used.	Ctrl+E	Ctrl+2	Alt+E	None of Above	A
25	The options under the Table editor-file menu of Adobe Table editor are _____	New	Open	Preferences	All of these	D