

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 50-WPM 24 Dec 2024 SSD 50-WPM BATCH-103
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	In MS-Word _____ is used to insert a fully formatted cover page.	Page	Style	Font	Cover Page	D
2	In MS-Word the New Window option is available under _____ tab.	View	References	Insert	Home	A
3	In MS-Word _____ is used to clear all the formatting from the selected text.	Clear	Erase	Cut	Clear Formatting	D
4	To scroll the documents where the footnotes or endnotes are displayed click on _____ option in references tab.	End notes	Foot notes	Display Notes	Show notes	D
5	In MS-Word total _____ change cases are available	5	4	3	2	A
6	You can open the Sort dialog box by choosing Sort from the menu	View	Format	Tools	Data	D
7	_____ function gives the difference between two given dates by considering 360 days in a year.	DateValue	DateDiff	Days360	WeekDay	C
8	_____ Function gives the Year part separate from the given date.	Day	Date	Month	Year	D
9	Using _____ function we can find working In Excel days out of two given dates.	NETWORKDAYS	DAYS360	Weekday	Date	A
10	In MS-Excel, _____ options present under pivot table gives a chart based on the pivot table.	Chart	Graph	PivotChart	PivotTable	C
11	To Capture the current screen of the monitor option is used.	Screenshot	Picture	SmartArt	None of these	A
12	MS-Access is a type of _____	Worksheet	Database Management System	Document File	None of these	B
13	We can add _____ command in a slide to the specified object to specify what should happen when you click on it.	Action	Slide Layout	Slide Animation	None of these	A

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14 is use to give effect to the object of the slide while appearing slide show.	Animation	Transition	WordArt	ClipArt	A
15	To Store common information / object in slide which come to every slide when inserted type slide is used.	Title Slide	Master Slide	Main Slide	Header Slide	B
16	PC is a sub type of _____	Super computer	Mini computer	Micro computer	Mainframe computer	C
17	Primary Memory is also called as	Internal	External	Secondary	None of the options	A
18 is a device used to translate digital data into analog data.	Memory	HDD	Mother Board	Modem	D
19	Processing speed of Micro Processor is measured in	Centimeter	Hertz	Kilobytes	Bytes	B
20	Current position of mouse is indicated by	Pointer	Cursor	Both Options	None of the options	A
21	In the New table dialog box, we can define the _____ of the table.	Name	Layout	Language	Alerts	B
22	Using _____ format we can open and read out documents independently.	PPF	PDF	Excel	Word	B
23	_____ is the process of adjusting space between specific letter pair in PageMaker.	Leading	Tracking	Kerning	Viewing	C
24	With the help of _____ option we can change the width or height of a column in Adobe Table editor	Column Size	Delete column	Edit column	None of the options	A
25	In PageMaker Go to Page option is available in _____ menu.	Element	Edit	Layout	None of Above	C