MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 50-WPM 24 Dec 2024 SSD 50-WPM BATCH-104
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	We can add our suggestion to Dictionary using _____ button	Dictionary	Add to Dictionary	New Keyword	None of Above	B
2	With the help of _____ option we can convert the document or page of a Word document into other languages	Translate	Convert	Language	Print	A
3	In Table, where the row and column are intercept each other that square is called as _____	Cell	Cell Style	Cell Border	Cello Height	A
4	We can add our suggestion to Dictionary using _____ button	Dictionary	Add to Dictionary	New Keyword	None of Above	B
5	To split the current window into parts ___ option under View tab is used.	Convert	Translate	Print	Split	D
6	There are maximum …….. Sheets in the Workbook	250	255	13	205	B
7	In MS Excel, ... facility gives dynamic summary of a long table from different dimensions.	Table	Pivot Table	Graph	AutoSum	B
8	In database, ... refers to the column of our worksheet whose summary we want as result.	Field	Criteria	Date	Cell	A
9	In MS-Excel the PivotTable option is available uder _____ tab.	View	References	Insert	Home	A
10	The Filter group is available under Home tab in MS-Excel	TRUE	FALSE			B
11	We cannot hide the cursor in a slide show	TRUE	FALSE			B
12	In PowerPoint Program Charts can be inserted into the slides.	TRUE	FALSE			A
13	_____ is a collection of data that is stored in a computer.	Picture	Word	Chart	Database	D
14	If you want to send only PowerPoint as Slide show of the presentation you created using email to another person you can use _____	.pptx	.xlsx	.doc	.ppsx	D

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
15	We can select a theme to our slide using the _____ group in Design tab.	Background	Theme	Page set up	Text	B
16	The deleted files are moved to .... in a computer.	Recycle Bin	My Computer	My Document	Internet Explorer	A
17	Windows 7 provides many informative programs and tools called as	compression	Expand	Gadgets	None of the options	C
18	CPU comprises of	Memory Unit	ALU	Control Unit	All of Above	D
19	_____ is one of the characteristic of computer	Speed	Ability to Think	Less Storage	All of these	A
20	Digital data is stored as .... in computer	0	1	0 and 1	None of Above	C
21	Windows 7 provides many informative programs and tools called as _____	compression	Expand	Gadgets	None of the options	C
22	PDF stands for _____	Portable document format	paper document format	Portable data format	Portable disc format	A
23	A ledger cannot be deleted if it is carrying opening balance	TRUE	FALSE			B
24	F7 is the shortcut key for _____ voucher type.	Journal	Receipt Note	Purchase Quotation	Goods	A
25	In GSTIN the first two digits represent ____	state code	interstate code	Enitity code	intrastate code	A