

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
GCC - TBC 50-WPM 24 Dec 2024 SSD 50-WPM BATCH-105
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	_____ is the note appeared at the end of the document, explaining about any specific word/phrase from the document.	Footnote	comment	page no	Endnote	D
2	We can record the specific actions performed in MS-Word which is called as _____	Macros	Thesaurus	Language	References	A
3	To insert a list of keywords along with page numbers in MS-Word click on _____ option.	Insert Index	Mark Entry	Insert Caption	Insert Ciation	A
4	All the source reference cited in a document are listed under _____	Footnote	comment	Biblography	Endnote	C
5	In Ms-Word to open a new window containing the view of current window _____ is used	New Window	Arrange All	Split	None of these	A
6	Cell addresses used in Formula are called as	Formulas	Cell Reference	Parameters	Function list	B
7	To drag a selected range of data to another worksheet in the same workbook, use the	Tab Key	Alt Key	Shift Key	Ctrl Key	D
8	Get External Data Group is inside _____ tab in MS-Excel.	Home	Insert	Data	View	C
9	To move Cell Pointer one call forward, backward, up and down, arrow keys are used on the keyboard.	TRUE	FALSE			A
10	To apply prerecorded macro in the current worksheet, we can usecommand from the Macros group.	View Macros	Record Macros	Use Macros	Delete Macros	A
11	To insert the picture of part of the screen in to the file option is used	Insert Tab Picture	Insert Tab Screenshot of Screen Clipping	Insert Tab SmartArt	None of these	B

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12	To create a powerpoint slide show file _____	Click on minimize button	Click on close button	Click => Save As => select PowerPoint Show in 'Save As Type' dropdown	Click on Save	C
13	It is possible in PowerPoint to hide the particular slide while running the slide show.	TRUE	FALSE			A
14 key is used to exit from the Slide Show.	Esc	Enter	Backspace	None of these	A
15	While running the slideshow is used to give the special effect to slide appearance.	Animation	Transition	Slide Show	Presentation	B
16	_____ is type of software which scans the computer memory for virus and also removes it.	Printer	Speaker	Virus	Antivirus	D
17	PC is a sub type of	Super computer	Mini computer	Micro computer	Mainframe computer	C
18	ROM is memory	Permanent	Primary	Both A and B	Temporarily	C
19	MICR only works with	Liquid Ink	Meta Ink	Solid Ink	Magnetic Ink	D
20	Pen drive means	Flash Drive	Thumb Drive	USB Drive	All of Above	D
21	To reduce the size of file or folder we use _____ program	File Expand	Programming	Reducing	File compression utility	D
22	The deleted files are moved to _____ in a computer.	Recycle Bin	My Computer	My Document	Internet Explorer	A
23	_____ shortcut key is used to switch among the open applications	Alt+Shift	Alt+Tab	Shift+Ctrl	Shift+Del	B
24	Word counter option is under _____ menu in Pagemaker.	Edit	Element	View	Utilities	D
25	The process of _____ recording of business transaction is called 'Accounting'.	Day to day	Day to month	Month to Year	Month to month	A