

**MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE**

**OBJECTIVE QUESTION**

**05 Jul 2024 SSD 50-WPM BATCH-101**

**PROVISIONAL ANSWER KEY**

| <b>Sr.No</b> | <b>Question</b>  | <b>Option A</b>    | <b>Option B</b>     | <b>Option C</b>           | <b>Option D</b> | <b>Provisional Answer</b> |
|--------------|--|--------------------|---------------------|---------------------------|-----------------|---------------------------|
| 1            | In one TAB _____ distance.   | 1 Inch             | 1.5 Inch            | 0.5 Inch                  | 0.5 CM          | C                         |
| 2            | CD is used to store _____  | Audio file         | Video file          | Data file                 | All of these    | D                         |
| 3            | Ctrl + v = _____   | Cut selected items | Copy selected items | Paste Copied or Cut items | Undo an action  | C                         |
| 4            | Image on the screen of monitor are formed by various _____                   | Picos              | Pixels              | Points                    | None of these   | B                         |
| 5            | We should always keep ON security settings of the Browser.                   | TRUE               | FALSE               |                           |                 | A                         |
| 6            | _____ Tab in MSWord can be used to change character size and typeface?       | View               | Tools               | Home                      | Data            | C                         |
| 7            | ..... keys to select the document from cursor position to the end.           | Ctrl+Shift+Home    | Ctrl+shift+F8       | Shift+PageUp              | Ctrl+Shift+End  | D                         |
| 8            | You can build your own equation using this _____ option                      | Insert Equation    | Insert              | Mathematical Equation     | Equation        | A                         |
| 9            | Mail Merge option is available in _____ Menu                                 | Review             | View                | Reference                 | Mailing         | D                         |
| 10           | Line tool button is given in Insert Tab - _____ option.                      | Standard           | Shape               | Formatting                | Status          | B                         |
| 11           | Using which tab the new comment insertion can be done in MS Excel 2010 ?     | data               | view                | review                    | home            | C                         |
| 12           | Which keyboard key should be used to delete cell contents in MS Excel 2010 ? | end                | home                | delete                    | shift           | C                         |
| 13           | To select an entire row, we should click on row number.                      | TRUE               | FALSE               |                           |                 | A                         |
| 14           | Where you find the option to include picture on worksheet in MS Excel 2010 ? | embed tab          | picture tab         | hyperlink tab             | Insert tab      | D                         |
| 15           | If you press _____ the cell accepts your typing as its contents.             | Space Bar          | ESC                 | Enter                     | Backspace       | C                         |
| 16           | In PageMaker, Which command is used to view the slides in a large size       | Zoom In            | Maximum             | Zoom Out                  | None of these   | A                         |
| 17           | _____ is size of on screen show.   | 4 : 3              | 16 : 9              | 16 : 10                   | All of these    | D                         |

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| 18  | In general when the zoom is ..... it is similar to the Print size of the slide.        | 75 percent | 125 percent | 100 percent | 200 percent   | C                  |
| 19  | In PageMaker Polygon tool can draw polygon of maximum 100 slides                       | TRUE       | FALSE       |             |               | A                  |
| 20  | We can see the object in big size using ..... command.                                 | Zoom In    | Zoom Out    | Size in     | Size Out      | A                  |
| 21  | The storage capacity of _____ type of disk is greater.                                 | Hard       | DVD         | CD          | Floppy disc   | A                  |
| 22  | _____ scans the computer memory for virus.   | Scanners   | Speaker     | Anti Virus  | None of these | C                  |
| 23  | Emails sent to other accounts are shown in _____ menu.                                 | Inbox      | Spam        | Sent Item   | Trash         | C                  |
| 24  | If you move the mouse pointer on hyper-links, the pointer changes its shape to a _____ | Hand       | Thumb       | Arrow       | Left Arrow    | A                  |
| 25  | _____ Is a free email program that you can access from any web browser.                | Gmail      | Hotmail     | Yahoo mail  | All of these  | D                  |