

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 40 - WPM 05-10-2024 ENGLISH 40 - WPM BATCH - 201
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	_____ is not available in PowerPoint.	Spelling Checker	Thesaurus	Translate	None of these	D
2	In PowerPoint _____ is a layout of slide.	Title slide	Master slide	Main slide	None of these	A
3	By pressing _____ key we can stop the running slide show.	Close	Exit	Escape	None of these	C
4	_____ is powerful software for making presentation material.	MS-PowerPoint	MS- Word	MS-Outlook	MS-Excel	A
5	In PowerPoint, Change case effect is added by using _____ option	Home - styles	Home - alignment	Home-Font command	None of these	C
6	Addition of cells B4 & F7 can be done using _____ Formula	=B4*F7	=B4+F7	=B4@F7	=B4/F7	B
7	After applying filter in MS-Excel, records remain hidden permanently.	TRUE	FALSE			B
8	After protecting workbook, we can add worksheet in the workbook.	TRUE	FALSE			B
9	All of these are Excel Features except _____	Office Assistant	The Help Wizard	Charts	The Indent Tab	D
10	Alt Key is used to select Multiple range of cells.	TRUE	FALSE			B
11	_____ is used to search information on internet	search engine	search machine	Information Search	information machine	A
12	_____ is another name of client	node	point	server	None of these	A
13	_____ is collection of interconnected networks.	Adhoc network	Wireless network	Mobile network	Internet	D
14	_____ is default browser in windows	Mozilla	Navigator	Internet Explorer	None of these	C
15	_____ is examples of cloud storage	Google Drive	Yahoo Briefcase	Microsoft One Drive	All of these	D
16	_____ computer is usually used in offices for work at desk.	Desktop	Laptop	Handheld	None of these	A
17	_____ device is mostly used to provide directions to the computer, while playing the computer games.	Mouse	Keyboard	Joystick	Printer	C
18	_____ device is used to translate Digital data into Analog data.	Memory	HDD	Mother Board	Modem	D
19	_____ input system uses voice recognition system	Voice	Text	Video	None of these	A

20	_____ is most commonly used pointing device.	Scanner	Keyboard	Mouse	Webcam	C
21	Which option converts capital letters of selected matter into small and vice versa?	Toggle Case	Lower Case	Upper Case	Sentence Case	B
22	Which of the following keys is used to remove one letter immediately at the back of cursor.	Delete key	Insert Key	End key	Backspace Key	D
23	Which of the following is the shortcut key for Justified Alignment?	Ctrl + A	Ctrl + V	Ctrl + T	Ctrl + J	D
24	Which of the following is not font style	Bold	Italic	Underline	Superscript	D
25	Which of the following command use for Paste the matter.	Alt + V	Caps + V	Ctrl + V	Alt + Shift + ↓	C