**MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE**
**OBJECTIVE QUESTION**
**GCC - TBC 40 - WPM 06-10-2024 ENGLISH 40 - WPM BATCH - 302**
**PROVISIONAL ANSWER KEY**

| Sr.No | Question | Option A | Option B | Option C | Option D | Provisional Answer |
|---|---|---|---|---|---|---|
| 1 | To create polygon minimum 3 sides are required | TRUE | FALSE | | | A |
| 2 | In PowerPoint, chart is added by using _____option. | Insert-illustration | Insert-text | Insert-charts | Insert-Images | A |
| 3 | If we move frame then_____ also moves | Data | Object | All data | None of these | A |
| 4 | In the context of animations, what is a trigger? | Attachment | Click and drag the chart object | To exit the PowerPoint | click the document close button | A |
| 5 | In Microsoft PowerPoint, two kinds of sound effects files that can be added to the presentation are | .wav files and .mid files | .wav files and .gif files | .wav files and .jpg files | .jpg files and .gif files | A |
| 6 | How to select single complete column in MS EXCEL ? | ctrl + a | ctrl + c | Alt + c | Click on column header | D |
| 7 | IF Functions is used no. of times in MS-Excel is called as _____functions | Combined if | Nested If | Joint if | Add if | B |
| 8 | If more than one If Functions is used in one, then it should be called .......... | Multiple Ifs | Simple Ifs | Nested Ifs | What if | C |
| 9 | If we increase the height of the row, the text matter automatically gets shifted to the _____ of the Cell | Bottom | Middle | Up | Down | A |
| 10 | If we want to delete any scenario, we use _____ option. | Remove | Close | Delete | Format | C |
| 11 | A domain name ending with ".net" is _____ | A government Site | A commercial site | A network site | An organization | C |
| 12 | A File download means moves a copy of file on local host to remote host. | TRUE | FALSE | | | B |
| 13 | A letter of memo sent to a person or group on the internet__ | Gmail | Hotmail | Yahoo mail | All of these | D |
| 14 | A program used to access the internet is known as ___ | Web site | Search Engine | Browser | Word Processor | C |
| 15 | A search engine is used to get information from _____ | MS Office | Internet | Browser | Gmail | B |
| 16 | _____ Memory is temporary memory | ROM | Virtual | RAM | External | C |
| 17 | _____ memory works like waiting area for data to be processed | Cache | ROM | RAM | None of these | A |

| # | Question | A | B | C | D | Ans |
|---|----------|---|---|---|---|-----|
| 18 | _____ number system includes only 2 digits. | Octal | Decimal | Binary | Hexa-Decimal | C |
| 19 | _____ printer create annoying sound and mostly used in railway ticket counters. | Ink | Dot Matrix | Dye Sublimation | Toner | B |
| 20 | _____ printer is used to print images like engineering drawing, maps etc. | Plotter | Dot Matrix | Inkjet | Laser | A |
| 21 | we can resize images in Ms-word | TRUE | FALSE | | | A |
| 22 | We can remove border of shape by selecting _____ option | NO Outline | Inline | Inset | Outset | A |
| 23 | We can Merge Cells in table | TRUE | FALSE | | | A |
| 24 | We can insert pictures by using ............. Tab key of Picture command in Word Document. | Home | Insert | Page Layout | View | B |
| 25 | we can insert chart in ms-word | TRUE | FALSE | | | A |