

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC APRIL 2026 EXAM BATCH - 101**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ keys is used for Help option.	Help	find	search	move	A
2	_____ is an example of application software.	Linux	WORD Processor	OS	Compiler	B
3	_____ is used for data reading on CD.	CD Drive	Floppy Drive	Hard Drive	Pen drive	A
4	_____ is used to transfer data from one computer to other computer.	Pen Drive	Floppy	Optical Disk	All of Above	D
5	_____ to the text can be given by using shadow command.	Highlight	Font Color	Shadow	None of these	C
6	_____ types of computers does the data interpretation in form of 0 & 1.	Digital	Analog	Hybrid	Logic	A
7	_____ option used to display ruler line.	View	File	Slide Show	Window	A
8	_____ Collection is called as Workbook.	Worknote-Book	Work Document	Chart Book	Worksheet	D
9	_____ Means in built formula basically available in Excel.	Programs	Value	Figures	Functions	D
10	_____ can you disable extended selection mode	Press F8 again to disable	Press Del to disable	Press Esc to disable	Press Enter to disable	C
11	_____ item appears dimly behind the main body text	Water Color	Background	Watermark	Back Color	C
12	Email received us is shown in Inbox.	true	false			A
13	_____ items are placed at the end of a document	Footer	Foot Note	End Note	Header	C
14	_____ Is a way of sending and receiving messages using a computer.	G-mail	E-mail	M-mail	Google	B
15	_____ Is made up of Rows and Columns.	Text Box	Rectangles	Borders	Table	D

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16	_____ Means distance between Text Matter and Page Margins.	Indent	Margin	Gap	Gutter	A
17	_____ Means instruction to perform calculations.	Text	Formula	Number	Cell Reference	B
18	_____ Option is available only in MS-Excel Window.	Status Bar	Title Bar	Menu Bar	Formula Bar	D
19	_____ is Secondary storage device	Hard Disk	Memory Card	Pen Drive	All of these	D
20	= Lower() Function use to convert text in to _____ case.	Capital	Small	Big	Upper	B
21	_____ are printed notes of speech referred by the Speaker in the meeting.	Notes	Speaker's Notes	Listener's Notes	Notations	B
22	In Computer E-Mail is a way of _____ messages.	Sending	Copying	Moving	Downloading	A
23	_____ is present besides the PowerPoint logo on Title bar.	Status Bar	Ribbon	Quick Access Toolbar	Title bar	C
24	Process of saving files to your computer from the internet is called _____	Uploading	Downloading	Installing	Unzip	B
25	"HTML" is acronym for what?	Hypertext Markup Loop	High Tone Modifier Loop	Hypertext Markup Language	None of the above	C