

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC APRIL 2026 EXAM BATCH - 201

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	.Avi is extension of _____ file.	Image	Audio	Audio Video	None Of Above	C
2	.bmp is ----- file extension.	MS-paint	Photoshop	Coral draw	PageMaker	A
3	.Bmp is extension of _____ file.	Bitmap	Executable	Wordpad	None Of Above	A
4	.Docx is _____ file extension.	Notepad	Word 2003	Word 2007 to 2019	Word 97	C
5	.exe file can be used to attached with E-mail.	TRUE	FALSE			B
6	____ is Search Engine.	World Wide Web	HTTP	HTML	Gopher	D
7	____ key is used to see all the list of Internet Addresses.	F1	F2	F3	F4	D
8	____ Option is used to store incomplete or temporary message in E-Mail.	Draft	Inbox	Sent Box	None of above	A
9	____ command is present in home tab	sort	page number	margin	orientation	A
10	____ is a worldwide system of network.	LAN	Internet	Bluetooth	Infrared	B
11	____ Is an application software.	Internet Explorer	Interpreter	Complier	Hyperlink	A
12	____ is the default number of lines to drop for drop cap.	3	10	15	20	A
13	____ is used for to refresh the active window	F5	F6	F1	F2	A
14	____ is used to cancel the changes	ESC	delete	next	None of these	A
15	____ of the following is not valid version of MS Office?	Office 2003	Office Vista	Office 2019	Office 2007	B
16	_____ various Transitions available in MS PowerPoint	Shred	Switch	Flip	All of these	D

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17	_____ can be inserted in PowerPoint presentation.	Paper	Page	Hyperlink	None of these	C
18	_____ features displays total of selected cell values on status bar-	AutoCal	Add	Autosum	Sum	D
19	_____ Function makes the number in the brackets round to the number upto specific digits.	= IF()	= Max()	= Round()	= Ceiling()	C
20	_____ Function makes the text given in the brackets converted into capital cases and inserted in the cell	Lower()	Capital()	Upper()	Case()	C
21	_____ Function makes the text given in the brackets converted into small cases and inserted in the cell	Upper()	Capital()	Lower()	Case()	C
22	_____ Functions converts the number into nearest integer.	=Int()	=If()	=Max()	=Round()	A
23	_____ is available only in Powerpoint.	Slide Show	Window	View	Format	A
24	_____ is extension for Presentation in Office 2019	.docx	.pptx	.accdb	.prst	B
25	_____ is used to create best presentation.	MS Word	Excel worksheet	Notepad	Powerpoint	D