

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC APRIL 2026 EXAM BATCH - 202**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	.Midi is extension of _____ file.	Text	Musical Instrument Digital Interface	Bitmap	None Of Above	B
2	.txt is ----- file extension.	Word	Notepad	PowerPoint	Photoshop	B
3	_____ Is an example of system software.	Word processor	spreadsheet	presentation	Unix	D
4	_____ is the biggest Network in the word.	LAN	MAN	Internet	WAN	C
5	_____ option copies the selected text in MS Word 2019	paste	selected	copy	format	C
6	_____ tab is used to insert the shapes into the document.	Insert	Tools	File	Design	A
7	_____ tab is used to insert the wordart into the document.	Home	Insert	Data	View	B
8	_____ Button is used to reload the web page on the Browser	Home	Backward Arrow	Refresh	Forward Arrow	C
9	_____ indicates two lines of spacing in between two lines of text in MS Word 2019 .	20	2.0	20	1.2	B
10	_____ is blinking straight line where we can type the matter	Arrow	cursor	blink	None of these	B
11	_____ is brain of a computer system.	CPU	Input Unit	Output Unit	Memory Unit	A
12	_____ Is unit of computer memory	Bytes	Mega	Gita	None Of Above	A
13	_____ is used to transfer data from one PC to another	Scanner	Printer	Pen Drive	All of above	C
14	_____ is a Microsoft's web Browser that install with windows by default.	Internet Explorer	Google Chrome	Opera	Mozilla Firefox	A

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
15	_____ was the first electronic messaging system.	Postcard	Email	Envelope	None of these	B
16	_____ is the correct option to sort data after selecting it in MS Excel 2019 .	page layout tab and click on sort	click on view tab -> sort button	review tab -> sorting data	data tab -> sort & filter	D
17	_____ is used to create business presentations	MS Word	MS Excel	MS PowerPoint	MS Presenter	C
18	_____ option helps us to fit more of the data on lesser number of the pages	Print Titles	Scale to Fit	Break	Print Area	B
19	_____ Option is available only in MS_EXCEL Window.	Status Bar	Formula Bar	Menu bar	Title Bar	B
20	_____ option is used to get 1,2,3,4 . . . Numbers in Sr.No. Column.	Autofill	MIN	Average	Today	A
21	_____ view is not available in PowerPoint	Normal	Web Layout	Reading View	None of these	B
22	_____ option is to be select to quit Microsoft Excel.	Close	Exit	Minimize	Maximize	B
23	_____ view is available in PowerPoint	Normal	Notes Page	Reading View	All of these	D
24	_____ view is not available in Powerpoint	Normal	Draft	Notes Page	None of these	B
25	_____ can be referred by the speaker while giving a presentation.	Speaker's Note	layout	Slide	Document	A