

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC APRIL 2026 EXAM BATCH - 204

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ shows print preview in MS Word 2019	insert tab	design tab	review tab	file menu	D
2	_____ Is not a font face.	Bold	Arial	Calibri	Times New Roman	A
3	_____ Is the shortcut key to "Center Align".	Ctrl + G	Ctrl + C	Ctrl + E	Ctrl + H	C
4	_____ Line spacing means between two lines there is the spacing of only one line.	1.0 (Single)	1.5	2.0 (Double)	4	A
5	_____ shortcut key is used to spell check in MS-Word	F1	F2	F7	F8	C
6	_____ were used in second generation computers.	Vacuum Tubes	Transistors	Integrated Circuits	Microprocessors	B
7	_____ were used in third generation computers.	Vacuum Tubes	Transistors	Integrated Circuits	Microprocessors	C
8	_____ Cables are more safe than coaxial cables	Twisted Pair	Fiber-Optic	Shield Twisted Pair	None of these	B
9	_____ E-Mails are shown in trash menu.	Sent	Inbox	Delete	Draft	C
10	_____ Is a collection of files and subfolders.	Data	Group	Set	Folder	D
11	_____ is extension of Notepad file.	.docx	.xlsx	.pptx	.txt	D
12	_____ Is storage device	Mouse	Pen Drive	Scanner	Keyboard	B
13	_____ Keys are combination keys	Ctrl	Alt	Shift	All of these	D
14	_____ operations are mathematical calculations	Bitwise	Arithmetic	Logical	Binary	B
15	_____ Replaced i.c.	Transistors	Integrated Circuits	Microprocessors	None Of Above	C
16	_____ view is available in PowerPoint	Slide Mater	Handout Mater	Notes Master	All of these	D

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
17	_____ can be recorded in PowerPoint	Video	Audio	Both A & B	None of These	B
18	_____ tab is available only in PowerPoint.	Window	Slide Show	Format	Home	B
19	_____ transition are available in PowerPoint	Entrance	Exit	Emphasis	Flip	D
20	_____ is a type of slide in PowerPoint	Title only	status	Line	Circle	A
21	A dark coloured strip showing the title at the top of Ms- Excel window is called as : : : ..	Status Bar	Title Bar	Scroll Bar	None of the above	B
22	A formula in Excel always has to start with (fx).	TRUE	FALSE			B
23	A single worksheet has _____ columns	16000	16384	17000	17384	B
24	A single worksheet has _____ rows	10,48,576	11,00,000	12,00,000	None of these	A
25	A Workbook may contain many _____	Worksheet	Column	Row	Pages	A