

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC APRIL 2026 EXAM BATCH - 302**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ Can be used to send and receive messages.	Word Processor	Image editor	Windows	E-mail	D
2	_____ Is an example of Application Software.	Interpreter	Operating System	Browser	Compiler	C
3	_____ Is not output device	Monitor	Pen Drive	Printer	Plotter	B
4	_____ Is output device	Monitor	Printer	Plotter	All Of Above	D
5	_____ Is permanent memory	Ram	Rom	Cache	None Of Above	B
6	_____ Is secondary memory	Ram	Rom	Cache	None Of Above	D
7	_____ means raw information given to computer as input.	Characters	Information	Data	Analysis	C
8	_____ means raw type of information	Program	Data	Information	System	B
9	_____ Means respond to received mail.	Forward	Compose	Delete	Reply	D
10	_____ Means sending received E-Mail to some other mail id.	Compose	Forward	Reply	Delete	B
11	_____ is the short cut key to open the Open dialog box?	F12	Shift F12	Alt + F12	Ctrl + F12	D
12	_____ key used for left align	ctrl+L	ctrl+R	ctrl+V	ctrl+J	A
13	_____ means readymade formats provided by words.	WordArt	font styles	Font size	Template	D
14	_____ are the filter option	AutoFilter	CustomerFilter	AdvanceFilter	All of these	D
15	_____ bar displays name of document with program name	Menu	Task	Title	status	C
16	As soon as clipart in inserted, free rotate button / option is available.	true	false			A

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
17	At the right side of the sheet tabs, we get the horizontal : : : : : : : : . Bar	Tool Bar	Scroll Bar	Title Bar	Status Bar	B
18	Auto Sum option is available in _____	Formula	Data	Insert	None of these	A
19	Autofill Option is used to get 1,2,3,4 : : . Numbers in : : : : : .. Column.	Serial Number	Down	Up	None of the above	A
20	Autosum button is available in data tab in MS Excel 2019 .	TRUE	FALSE			B
21	Background Command group is in _____ Tab.	Insert	Design	Tools	File	B
22	Background group is in _____ Tab.	Insert	Design	Tools	File	B
23	Background Styles command is available in _____ tab in PowerPoint	Home	Insert	Transition	Design	D
24	Below the _____ area, we get sheet Tabs	worksheet	Cell	Row	Column	A
25	Below the slide pane we get the _____ Pane	Slide	Outline	File	Notes	D