

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC APRIL 2026 EXAM BATCH - 402

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ Printer use toner.	Inkjet	Character	Plotter	Laser	D
2	_____ Are faster than micro computers	Mainframe Computer	Mini Computer	Micro Computer	Hybrid Computers	B
3	_____ Are faster than mini computers.	Mainframe Computer	Mini Computer	Micro Computer	Hybrid Computers	A
4	_____ Device is used to scan images, printed text, handwriting from papers.	Keyboard	Mouse	Scanner	All Of Above	C
5	_____ is the microcomputer.	Desktop	Handheld	Laptop	All of these	D
6	_____ Browser is developed in Microsoft Corporation.	Chrome	Firefox	Opera	Internet Explorer	D
7	_____ is an E-Mail program.	MS Word	Outlook express	MS Excel	MS Access	B
8	_____ is an internet search tool.	Gmail	Facebook	Chrome	Gopher	D
9	_____ Is text which is automatically inserted at the bottom of every E-Mail.	Signature	People widget	People text	Personal information	A
10	_____ is the powerful PC and data is stored in it.	Client	Server	Modem	None of these	B
11	⌘ + V. Shortcut key is used to paste a matter in MS-WORD	Ctrl + V	Alt + V	Ctrl + C	Ctrl + D	A
12	⌘ + Tab Command is used to see two different parts of same document on screen.	View Tab ↑ Window group ↑ split	Home Tab ↑ Paragraph group	Quick Parts	Insert Tab	A
13	⌘ + S Is type of Application Software	Windows	Ms-Word	Dos	Unix	B
14	⌘ + D option will be used for desired type of the Drop Cap.	cap	Drop	Caption	Drop Cap	D
15	⌘ + B tab group is useful for changing font, font size of the selected matter.	Home	Insert	View	Data	A

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
16	Chart Option is Available in _____ Menu	View	Insert	Data	Home	B
17	Comment command is available in _____ tab in PowerPoint	Insert	Review	View	Home	B
18	Convert to SmartArt command is available in _____ group in PowerPoint	Font	Paragraph	Drawing	Editing	B
19	Ctrl + D is shortcut key for	Delete	Permanently Delete	Duplicate Slide	None of these	C
20	Ctrl + Pg Dn key combination can be used to go on the next sheet.	TRUE	FALSE			A
21	Ctrl + T is used for creating Table in Excel	TRUE	FALSE			A
22	Ctrl+D is a shortcut key of _____	Creating a duplicate object	Changing the layout of the active	Deleting a slide from the presentation	Inserting a new Slide	A
23	Ctrl+M is used to insert a new _____	Letter	Presentation	Document	Slide	D
24	Custom Series Option is used to make Series of Data.	TRUE	FALSE			A
25	Custom View option is available in____	View	Review	open	Home	A