

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC APRIL 2026 EXAM BATCH - 101**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	= Lower( ) Function gives Text in capital letter.	true	false			B
2	= Sum (F8:F12) this function sort the values in cells range between F8 to F12.	TRUE	FALSE			B
3	----- box is used for typing text.	Text	Letter	Symbol	Word	A
4	----- sorting method is used for Z to A sequence.	Ascending	Descending	Vertical	Horizontal	B
5	MS- PowerPoint is useful for making _____ at professional level.	Presentation	Webpage	Processing	Video	A
6	_____ cannot be used while typing formula.	Number	Spaces	Characters	Special Characters	B
7	_____ bar is above Tool bar	Access	Tool	Quick	Menu	D
8	_____ controls all the main slide control tasks for your presentation.	Task Pane	Task Bar	Control Panel	None of these	A
9	_____ means the effects given in Slide, regarding how the Objects appeared during Slide show.	Transitions	Layout	Animation	None of these	C
10	_____ application software is used to calculate mathematical calculations.	MS - Word	MS - Powerpoint	Spreadsheet	Image Editor	C
11	_____ command is available in File menu	Preference	paragraph	cut	find	A
12	_____ Is a way of sending and receiving messages using a computer.	E-mail	G-mail	M-mail	A-mail	A
13	_____ is NOT part of Computer Hardware	Keyboard	System Unit	System OS	Storage Devices	C
14	_____ key should be pressed to start a new paragraph in MS-Word	Down Cursor Key	Enter Key	Shift + Enter	Ctrl + Enter	B

