

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC APRIL 2026 EXAM BATCH - 103

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	= SUM(E8:E11) this function is used to sort the values in between the range E8 to E11	TRUE	FALSE			B
2	= Sum(F8:F11) this function remove the values in cells range between F8 to F11.	TRUE	FALSE			B
3	= TODAY() function is used to insert current system date into cell.	TRUE	FALSE			A
4	= Upper() function is used to convert the provided text into _____	Small	Capital	Small Caps	Title only	B
5	----- data type cannot be used as a data a cell.	Number	Tree	Formula	Text	B
6	"Auto flow" command is available in _____ menu bar	Layout	File	Edit	Type	D
7	"Select all" command is available in _____ menu	Layout	File	Edit	Type	C
8 is used to create best presentation.	MS Word	Excel worksheet	Notepad	PowerPoint	D
9 are printed notes of speech, footnote made for speech.	Slide	Speaker's Note	Worksheet	None of these	B
10 Includes a combination of Text, Audio, Still Images, Video & Animation	Multimedia	Graphics	Web Authoring	Project Managers	A
11	.MIDI is a file extension of a sound file.	TRUE	FALSE			A
12	.mil is example of _____ website	Military	college	school	None of these	A
13	.org .in is example of _____	domain name	domain code	domain system	All of Above	B
14	.wav is _____ type of file.	image	text	audio	video	C

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
15	___ is standard Internet protocol.	IPX	SPX	TCP/IP	ITC	C
16	___ option copies the selected text in MS Word 2019	paste	selected	copy	format	C
17	___ space means there is the spacing of only one line which is by default.	2.5	1.5	2	1	D
18	___ group of insert ribbon you can create Smart Art Graphics.	Illustrations	Pages	Link	Table	A
19	___ is used to decode Bar Code	Bar Code Decoders	Bar Code Readers	Bar Code Printer	None of Above	B
20	___ option is used to select the whole word in document.	double click on that word	single click on that word	double click on page border	right click on that word	A
21	___ shows print preview in MS Word 2019	insert tab	design tab	review tab	file menu	D
22	___ type of computer uses meter to show the comparison between two things.	Analogue	Digital	Super	Mainframe	A
23	___ company has developed AVI for Windows Operating system.	Microsoft	Adobe	Google	Oracle	A
24	___ device is used to get the output on paper.	Mouse	Monitor	Printer	Modem	C
25	___ is most commonly used input device	Keyboard	Mouse	Webcam	Scanner	A