

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC APRIL 2026 EXAM BATCH - 203**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ command is used for error checking in MS-Excel.	show error	display error	debug	Trace error	D
2	_____ command is used to display only the records satisfying certain condition and hiding other records in MS-Excel.	Merge	Filter	Wrap	Sort	B
3	_____ command is used to sort the data in MS-Excel.	Sort	Merge	Filter	Wrap	A
4	_____ command removes all auditing arrows in MS-Excel.	Remove	Delete arrows	Cut arrows	Remove all arrows	D
5	_____ function checks negative condition.	AND	OR	NOT	SUM	C
6	_____ system recognizes commands given by speech	Voice	Light	MICR	Bar Code	A
7	_____ type of internal memory can permanently store data even through the Electricity supply is switched OFF.	ROM	RAM	External	Secondary	A
8	_____ indicates signal is off	0	1	Off	Switch	A
9	_____ is the most common Internet Protocol.	TCP/IP	HTML	IPX/SPX	Net/Up	A
10	_____ means contains some education information.	.com	.edu	.gov	.in	B
11	_____ are font formatting's	Bold	Italic	Underline	All of Above	D
12	_____ are types of computer	Analogue	Digital	Both A and B	None of Above	C
13	_____ Cables are more safe than coaxial cables.	Fiber-Optic	Twisted optics	Shield Twisted optics	None of above	A
14	_____ computer is usually used in offices for work at desk.	Desktop	Laptop	Handheld	None of these	A

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
15	_____ domain means military Web Site	mil	edu	com	gov	A
16	_____ shortcut key is used to give Center alignment	Alt+E	Ctrl+E	Ctrl + L	Ctrl+T	B
17	_____ shortcut key is used to give left alignment	Alt+L	Ctrl+ I	Ctrl + L	Ctrl+T	C
18	_____ shortcut key is used to give right alignment	Ctrl+L	Ctrl+ R	Ctrl+Right	Alt +R	B
19	_____ Shortcut key is used to paste a matter in MS-WORD	Ctrl + V	Alt + V	Ctrl + C	Ctrl + D	A
20	_____ tab is used for mail merge	Data	Mailing	Review	View	B
21	_____ audio editor software.	MS-paint	Adobe Photoshop	Audacity	Corel Draw	C
22	_____ can be inserted in PowerPoint presentation.	Paper	Page	Hyperlink	None of these	C
23	_____ is added to a slide to illustrate and compare data	Chart	Images	Clip art	Line	A
24	_____ is available only in Powerpoint.	Slide Show	Window	View	Format	A
25	_____ is extension for Presentation in Office 2019	.docx	.pptx	.accdb	.prst	B