

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC APRIL 2026 EXAM BATCH - 205**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ is the correct option to sort data after selecting it in MS Excel 2019 .	page layout tab and click on sort	click on view tab -> sort button	review tab -> sorting data	data tab -> sort	D
2	_____ is used for storing the chart in MS-Excel.	Table	functions	Chart sheet	Formulae	C
3	_____ is used to give better effect to numerical data in MS-Excel.	Wrap Text	Merge	Chart	Filter	C
4	_____ means such column of table in which Lookup value is to be searched.	Lookup value	Lookup Cell	LookUp Vector Column	Lookup Range	C
5	_____ option is used for applying sum, average, count, etc. on the data from different Excel sheets.	Data Conversion	Data Updation	Data Consolidation	Data Entry	C
6	_____ is most powerful computer	Micro	Mini	Mainframe	Super	D
7	_____ is not characteristic of computer	Ample Storage	Automation	To think and Emote	Versatility	C
8	_____ is open platform by Internet for people to interact and share their thoughts.	Shopping cart	Social Networking	Ecommerce	Trading sites	B
9	_____ is type of printer	character	laser	inkjet	All of Above	D
10	_____ is used for projection on screen on large wall	Printer	Monitor	Projector	HDTV	C
11	_____ memory device is built in a computer's CPU Cabinet.	CD	Pen drive	Hard Disk	Floppy disc	C
12	_____ shortcut key is used to see all the list of Internet Addresses.	F1	F2	F3	F4	D
13	_____ are examples of E-Commerce sites.	Amazon	Flipkart	Snapdeal	All of Above	D
14	_____ are parts of email	to	subject	body	All of Above	D

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15	_____ corrupts the file.	Antivirus	Screen Saver	Virus	Memory	C
16	_____ is graphic and process diagrams to visually communicate information	Chart	Object	Smartart	Data	C
17	_____ item is printed at the bottom of each page	Header	Footer	End	Bottom	B
18	_____ made up of rows and columns	Cell	Table	Word	None of these	B
19	_____ means set of data	File	Computer	Instruction	Command	A
20	_____ option is used to delete the rows and columns	Table	Delete	Backspace	Remove	B
21	_____ are transitions available in PowerPoint	Fade	Push	Wipe	All of these	D
22	_____ chart display trends overtime	Pie	Line	Bar	Area	B
23	_____ inserts current date and/or time to the current presentation.	Current Date	Current Time	Date & Time	None of these	C
24	_____ is size of on screen show.	4 : 3	16 : 9	16 : 10	All of these	D
25	_____ is the representation of a numbers and text.	Chart	Wortart	Picture	Cliparts	A