

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC APRIL 2026 EXAM BATCH - 301

| Sr.No | Question | Option A | Option B | Option C | Option D | Provisional Ans. |
|-------|---|-------------------|-------------------|---------------------|---------------------|------------------|
| 1 | _____ option is used to step by step evaluate and analyze formula in MS-Excel. | Formula | Check Formula | Evaluate Formula | Find Formula | C |
| 2 | _____ option shows formula in MS-Excel. | Show Formula | Show Cell Formula | Show from | Formula view | A |
| 3 | _____ is a logical function. | AND | OR | NOT | All of these | D |
| 4 | _____ is used in banks for cheque number printing | Voice | Light | MICR | Bar Code | C |
| 5 | _____ keys are called Toggle keys | Scroll Lock | Num Lock | Shift | Both A and B | D |
| 6 | _____ Keys are combination keys | Ctrl | Alt | Shift | All of these | D |
| 7 | _____ Keys are NOT combination keys | Ctrl | Tab | Alt | Shift | B |
| 8 | _____ memory cannot be changed or modified | RAM | ROM | Cache | All of Above | B |
| 9 | _____ is a input device used in computer games or navigation system. | Joystick | Voice Input | Keyboard | Monitor | A |
| 10 | _____ is a light sensitive input device. | Keyboard | Light Pen | Monitor | Voice Input | B |
| 11 | _____ is a part of operating system that lets the user communicate with the computer. | Hard Disk | DVD | User Interface | Memory | C |
| 12 | _____ is checking the essential parts of computers. | Memory Management | File Management | Hardware Management | None of the options | C |
| 13 | _____ is created specifically for online cyber crimes. | Cyber Law | Crime Law | New Law | None of Above | A |
| 14 | _____ tab contain page setup, page background, Thems, Paragrah and arrage. | Page Layout | Page | Data | Review | A |
| 15 | _____ used to search the specific letter or word from the document | Find | Search | View | Show | A |

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|-------|--|---------------------|---------------------|--------------------|---------------|------------------|
| 16 | _____ Can be used to set margins and indents in Document. | Status area | Ruler line | Status bar | Title Bar | B |
| 17 | _____ change the overall design of the entire document | Page Layout | Theme | Review | Data | B |
| 18 | _____ effect is increase the size of first character in Paragraph | Drop cap | Style | Text | Font | A |
| 19 | _____ is video editing software | Windows Movie Maker | Adobe after effects | Corel Video Studio | All of Above | D |
| 20 | _____ means to set the style of the text it has multiple types. | Font | Size | color | None of these | A |
| 21 | _____ software has been developed by microsoft company to create a multi media presentation. | Aftereffects | Photopaint | Moviemaker | Flash | C |
| 22 | _____ tab is available only in PowerPoint. | Window | Slide Show | Format | Home | B |
| 23 | _____ view is available in PowerPoint | Normal | Notes Page | Reading View | All of these | D |
| 24 | _____ function is used to search lookup value in the given Lookup Vector Column. | Hlook | Lookup(Vector) | Vlook | Look | B |
| 25 | _____ Is use to Find Cell data. | Ctrl+K | Ctrl+F | Ctrl+S | Ctrl+X | B |