

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC APRIL 2026 EXAM BATCH - 302**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ memory is erased on power cut	Cache	ROM	RAM	All of Above	C
2	_____ memory is NOT erased on power cut	HDD	ROM	Both A and B	None of Above	C
3	_____ needs to be kept confidential for security.	passwords	nodes	server	email ID	A
4	_____ operations are mathematical calculations	Bitwise	Arithmetic	Logical	Binary	B
5	_____ provides legal validity to all types of Digital records.	Interior Technic Act	Inetworld Technology Acting	Labour Law	Information Technology Act	D
6	_____ is example of search engine	google	khoj	altavista	All of Above	D
7	_____ is measurement used to measure font	inch	cm	point	None of Above	C
8	_____ is used to search information on internet	search engine	search machine	Information Search	information machine	A
9	_____ is widely used software for image editing	Paint	PhotoShop	CorelDraw	PageMaker	B
10	_____ key combination opens the start menu in windows 10.	Ctrl + F10	Ctrl + Esc	Ctrl + F5	Ctrl + Home	B
11	_____ facility is used to add unorder list in your document	Bullets	Numbering	Unorder	Order	A
12	_____ Highlights interesting cells as per condition given	Highlighter	Condition Highlighter	Conditional Formatting	Format painter	C
13	_____ is most of the used for documentation and formatting	Ms-Excel	Ms-Word	Ms-access	Ms-Powerpoint	B
14	_____ is the combination of Rows and Columns.	Border	Table	TextBox	Rectangle	B
15	_____ is used to mark each and every point for order list	Border	Numbering	Order	Unorder	B

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
16	_____ can be referred by the speaker while giving a presentation.	Speaker's Note	layout	Slide	Document	A
17	_____ click screen clipping to insert picture of any part of the screen	Screenshot	View	File	Copy	A
18	_____ is the shortcut key to open a PowerPoint presentation.	Ctrl+O	Ctrl+N	Ctrl+S	Ctrl+M	A
19	_____ pointer helps to draw line to understand our speech or statements while slide show.	Pen	Arrow	New	Animation	A
20	_____ view is not available in PowerPoint	Normal	Notes Page	Draft	None of these	C
21	_____ is used to show the full contents (text/Number) in any column.	column width	Row Height	Autofit Row	Autofit Column Width	D
22	_____ Function converts the number into nearest integer.	Round()	Min()	if()	int()	D
23	_____ Function makes the text given in the brackets converted into capital cases and inserted in the cell	Case()	Lower()	Capital()	Upper()	D
24	_____ Function makes the text given in the brackets converted into small cases and inserted in the cell	Case()	Lower()	Capital()	Upper()	B
25	_____ is the Function in Lookup category.	AND	OR	NOT	Match	D