

Maharashtra State Council Of Examination , Pune

OBJECTIVE QUESTION

PROVISIONAL ANSWER KEY GCC - TBC APRIL 2026 EXAM BATCH - '402'

SrNo	Question	Option_A	Option_B	Option_C	Option_D	PROVISIONAL ANSWER KEY	FINAL ANSWER KEY
1	_____ Printer use toner.	Inkjet	Character	Plotter	Laser	D	D
2	_____ Are faster than micro computers	Mainframe Computer	Mini Computer	Micro Computer	Hybrid Computers	B	B
3	_____ Are faster than mini computers.	Mainframe Computer	Mini Computer	Micro Computer	Hybrid Computers	A	A
4	_____ Device is used to scan images, printed text, handwriting from papers.	Keyboard	Mouse	Scanner	All Of Above	C	C
5	_____ is the microcomputer.	Desktop	Handheld	Laptop	All of these	D	D
6	_____ Browser is developed in Microsoft Corporation.	Chrome	Firefox	Opera	Internet Explorer	D	D
7	_____ is an E-Mail program.	MS Word	Outlook express	MS Excel	MS Access	B	B
8	_____ is an internet search tool.	Gmail	Facebook	Chrome	Gopher	D	D
9	_____ Is text which is automatically inserted at the bottom of every E-Mail.	Signature	People widget	People text	Personal information	A	A
10	_____ is the powerful PC and data is stored in it.	Client	Server	Modem	None of these	B	B
11 Shortcut key is used to paste a matter in MS-WORD	Ctrl + V	Alt + V	Ctrl + C	Ctrl + D	A	A
12 Command is used to see two different parts of same document on screen.	View Tab → Window group → split	Home Tab → Paragraph group	Quick Parts	Insert Tab	A	A
13 Is type of Application Software	Windows	Ms-Word	Dos	Unix	B	B
14option will be used for desired type of the Drop Cap.	cap	Drop	Caption	Drop Cap	D	D
15tab group is useful for changing font,font size of the selected matter.	Home	Insert	View	Data	A	A
16	Chart Option is Available in _____ Menu	View	Insert	Data	Home	B	B
17	Comment command is available in _____ tab in PowerPoint	Insert	Review	View	Home	B	B
18	Convert to SmartArt command is available in _____ group in PowerPoint	Font	Paragraph	Drawing	Editing	B	B
19	Ctrl + D is shortcut key for	Delete	Permanently Delete	Duplicate Slide	None of these	C	C
20	Ctrl + Pg Dn key combination can be used to go on the next sheet.	TRUE	FALSE			A	A
21	Ctrl + T is used for creating Table in Excel	TRUE	FALSE			A	A
22	Ctrl+D is a shortcut key of _____	Creating a duplicate object	Changing the layout of the active	Deleting a slide from the presentation	Inserting a new Slide	A	A
23	Ctrl+M is used to insert a new _____	Letter	Presentation	Document	Slide	D	D
24	Custom Series Option is used to make Series of Data.	TRUE	FALSE			A	A
25	Custom View option is available in _____	View	Review	open	Home	A	A