

Maharashtra State Council Of Examination , Pune							
OBJECTIVE QUESTION							
FINAL ANSWER KEY GCC - TBC APRIL 2026 EXAM BATCH - '101'							
SrNo	Question	Option_A	Option_B	Option_C	Option_D	PROVISIONAL ANSWER KEY	FINAL ANSWER KEY
1	= Lower() Function gives Text in capital letter.	true	false			B	B
2	= Sum (F8:F12) this function sort the values in cells range between F8 to F12.	TRUE	FALSE			B	B
3	----- box is used for typing text.	Text	Letter	Symbol	Word	A	A
4	----- sorting method is used for Z to A sequence.	Ascending	Descending	Vertical	Horizontal	B	B
5	MS- PowerPoint is useful for making _____ at professional level.	Presentation	Webpage	Processing	Video	A	A
6	_____ cannot be used while typing formula.	Number	Spaces	Characters	Special Characters	B	B
7	_____ bar is above Tool bar	Access	Tool	Quick	Menu	D	D
8	_____ controls all the main slide control tasks for your presentation.	Task Pane	Task Bar	Control Panel	None of these	A	A
9	_____ means the effects given in Slide, regarding how the Objects appeared during Slide show.	Transitions	Layout	Animation	None of these	C	C
10	_____ application software is used to calculate mathematical calculations.	MS - Word	MS - Powerpoint	Spreadsheet	Image Editor	C	C
11	_____ command is available in File menu	Preference	paragraph	cut	find	A	A
12	_____ Is a way of sending and receiving messages using a computer.	E-mail	G-mail	M-mail	A-mail	A	A
13	_____ is NOT part of Computer Hardware	Keyboard	System Unit	System OS	Storage Devices	C	C
14	_____ key should be pressed to start a new paragraph in MS-Word	Down Cursor Key	Enter Key	Shift + Enter	Ctrl + Enter	B	B
15	_____ is impact printer	Ink Jet Priters	Dot Matrix Priters	Laser Printers	Plotters	B	B
16	8 bits it is equal to _____ byte.	1	10	100	1000	A	A
17	HTTP is abbreviation of _____	Hypertext transport policy	Hypertext transport permission	Hypertext transport port	Hypertext transfer Protocol	D	D
18	In Computer Email is a way of _____ messages.	Copying	Sending	Delete	Downloading	B	B
19	In MS Word, Ctrl+S is for	Scenarios	Size	Save	Spelling Check	C	C
20	In MS-Word 2019 Is not a alignment.	Left	Right	Bottom	Justify	C	C
21	WWW stands for	World Wise Web	World wise work	World Wide Web	World wide Work	C	C
22	you want to cut some matter to move another place _____ used.	cut	close	delete	up	A	A
23	"Alt" Key is ----- Key.	Combination	Insert	Addition	Change	A	A
24	"HTML" is acronym for what?	Hypertext Markup Language	High Tone Modifier Loop	Hypertext Markup Loop	None of the above	A	A
25	"WWW" is an acronym for what?	Wide World Web	World Wide Web	World Web Wide	Web Wide World	B	B