

Maharashtra State Council Of Examination , Pune							
OBJECTIVE QUESTION							
FINAL ANSWER KEY GCC - TBC APRIL 2026 EXAM BATCH - '301'							
SrNo	Question	Option_A	Option_B	Option_C	Option_D	PROVISIONAL ANSWER KEY	FINAL ANSWER KEY
1	_____ option is used to step by step evaluate and analyze formula in MS-Excel.	Formula	Check Formula	Evaluate Formula	Find Formula	C	C
2	_____ option shows formula in MS-Excel.	Show Formula	Show Cell Formula	Show from	Formula view	A	A
3	_____ is a logical function.	AND	OR	NOT	All of these	D	D
4	_____ is used in banks for cheque number printing	Voice	Light	MICR	Bar Code	C	C
5	_____ keys are called Toggle keys	Scroll Lock	Num Lock	Shift	Both A and B	D	D
6	_____ Keys are combination keys	Ctrl	Alt	Shift	All of these	D	D
7	_____ Keys are NOT combination keys	Ctrl	Tab	Alt	Shift	B	B
8	_____ memory cannot be changed or modified	RAM	ROM	Cache	All of Above	B	B
9	_____ is a input device used in computer games or navigation system.	Joystick	Voice Input	Keyboard	Monitor	A	A
10	_____ is a light sensitive input device.	Keyboard	Light Pen	Monitor	Voice Input	B	B
11	_____ is a part of operating system that lets the user communicate with the computer.	Hard Disk	DVD	User Interface	Memory	C	C
12	_____ is checking the essential parts of computers.	Memory Management	File Management	Hardware Management	None of the options	C	C
13	_____ is created specifically for online cyber crimes.	Cyber Law	Crime Law	New Law	None of Above	A	A
14	_____ tab contain page setup, page background, Them, Paragrah and arrage.	Page Layout	Page	Data	Review	A	A
15	_____ used to search the specific letter or word from the document	Find	Search	View	Show	A	A
16	_____ Can be used to set margins and indents in Document.	Status area	Ruler line	Status bar	Title Bar	B	B
17	_____ change the overall design of the entire document	Page Layout	Theme	Review	Data	B	B
18	_____ effect is increase the size of first character in Paragraph	Drop cap	Style	Text	Font	A	A
19	_____ is video editing software	Windows Movie Maker	Adobe after effects	Corel Video Studio	All of Above	D	D
20	_____ means to set the style of the text it has multiple types.	Font	Size	color	None of these	A	A
21	_____ software has been developed by microsoft company to create a multi media presentation.	Aftereffects	Photopaint	Moviemaker	Flash	C	C
22	_____ tab is available only in PowerPoint.	Window	Slide Show	Format	Home	B	B
23	_____ view is available in PowerPoint	Normal	Notes Page	Reading View	All of these	D	D
24	_____ function is used to search lookup value in the given Lookup Vector Column.	Hlook	Lookup(Vector)	Vlook	Look	B	B
25	_____ Is use to Find Cell data.	Ctrl+K	Ctrl+F	Ctrl+S	Ctrl+X	B	B