

Maharashtra State Council Of Examination , Pune							
OBJECTIVE QUESTION							
FINAL ANSWER KEY GCC - TBC JULY 2026 EXAM BATCH - '101'							
SrNo	Question	Option_A	Option_B	Option_C	Option_D	Provisional Answer	Final Answer
1	All programs can be started from	Start	Main	Functional	None Of Above	A	A
	menu.						
2	Alphanumeric keys contains -	Letter	Numbers	Letter & Numbers	Numbers & Special Characters	D	D
3	Alt & Ctrl keys are	Function keys	Option Keys	Combination Keys	All of these	C	C
4	Alt + F4 can be used for	Open a File	Open Program	active Item or Action	None of above	C	C
5	Alu means	Automatic Logic Unit	Arithmetic Long Unit	Automatic And Logical	None of these	C	C
6	can you disable extended selection mode	Press F8 again to disable	Press Del to disable	Press Esc to disable	Press Enter to disable	C	C
7	item appears dimly behind the main body text	Water Color	Background	Watermark	Back Color	C	C
8	items are placed at the end of a document	Footer	Foot Note	End Note	Header	C	C
9	Is made up of Rows and Columns.	Text Box	Rectangles	Borders	Table	D	D
10	Ctrl+..... is used for Double Line Spacing	2	3	4	5	A	A
11	Collection is called as Workbook.	Worknote-Book	Work Document	Chart Book	Worksheet	D	D
12	Means in built formula basically available in Excel.	Programs	Value	Figures	Functions	D	D
13	Means instruction to perform calculations.	Text	Formula	Number	Cell Reference	B	B
14	Option is available only in MS-Excel Window.	Status Bar	Title Bar	Menu Bar	Formula Bar	D	D
15	= Lower() Function use to convert text in to	Capital	Small	Big	Upper	B	B
	case.						
16	Close command will close only currently open presentation	TRUE	FALSE			A	A
17	Closing and exiting in powerpoint are same	TRUE	FALSE			B	B
18	Comment command is available in	Insert	Review	View	Home	B	B
	tab in PowerPoint						
19	Convert to SmartArt command is available in	Font	Paragraph	Drawing	Editing	B	B
	group in PowerPoint						
20	Presentation files can be made in Notepad	TRUE	FALSE			B	B
21	An ISP connects you to the internet.	TRUE	FALSE			A	A
22	Is a way of sending and receiving messages using a computer.	G-mail	E-mail	M-mail	Google	B	B
23	In Computer E-Mail is a way of	Sending	Copying	Moving	Downloading	A	A
	messages.						
24	Process of saving files to your computer from the internet is called	Uploading	Downloading	Installing	Unzip	B	B
25	"HTML" is acronym for what?	hypertext Markup Language	tone Modifier Language	text Markup Language	None of the above	C	C