

Maharashtra State Council Of Examination , Pune							
OBJECTIVE QUESTION							
FINAL ANSWER KEY GCC - TBC JULY 2026 EXAM BATCH - '103'							
SrNo	Question	Option_A	Option_B	Option_C	Option_D	PROVISIONAL Answer	FINAL Answer
1	Arrow keys is also called as _____	Combination	Navigation	Addition	Changing	B	B
2	Arrow keys is also called as Navigation Keys	TRUE	FALSE			A	A
3	Arrow keys on keyboard are called as _____	Toggle Keys	Navigation Keys	Numeric Keypad	None Of Above	B	B
4	Artificial intelligence is incorporated in _____	Second Generation	Third Generation	Fourth Generation	Fifth Generation	D	D
5	Automation is one of the characteristics of computer	TRUE	FALSE			A	A
6	_____ of the following helps to reduce spelling error in the document?	Auto Format	Auto Correct	Smart Tags	Auto Text	B	B
7	_____ is the shortcut key to display field codes?	Alt + F9	Ctrl + F9	Shift + F9	Space + F9	A	A
8	_____ cannot be resized.	Dialog Box	Window	Word	Wizard	A	A
9	_____ Option is use to change of margins.	Data	Insert	Page Layout	Home	C	C
10	_____ can be used to set margins and indents in Document	Status Area	Ruler	Status Bar	Toolbar	B	B
11	=SUM(E8:E11) this function sort the values in cells range between E8 to E11.	true	false			B	B
12	=Upper("Hell o") , this function will convert the given text as	Hello	hello	hELLO	HELLO	D	D
13	=Upper() Function use to convert text in to _____ cases.	Capital	Small	Lower	Upper	A	A
14	'Σ' is a sign of Auto sum	TRUE	FALSE			A	A
15	'Σ' is a sign of _____	Summarize Data	Autosum	Subtractions	All of the above	B	B
16	Data consisting of text and numbers are best represented using _____ slide.	Table slide	Title slide	Comparison slide	None of these	A	A
17	Default name of presentation is	Document 1	Workbook 1	Presentation1	None of these	C	C
18	Default Orientation in PowerPoint is	Portrait	Landscape	Horizontal	None of these	B	B
19	Default zoom available in PowerPoint is	0.5	1	1.5	Fit to Window	D	D
20	Design and Layout are given to the slides according to _____ selected	Template	Page	Picture	Chart	A	A
21	.Edu domain code is used to show _____ Site	Government	Commercial	Educational	Professional	C	C
22	.edu, .com, .org, .net, .gov are part of standard internet address domain code.	true	false			A	A
23	.GIF is a compressed bitmap format which supports _____ colors.	256	1024	354	400	A	A
24	.Gov domain code is used to show _____ Site	Government	Commercial	Educational	Professional	A	A
25	.MIDI is a file extension of a sound file.	TRUE	FALSE			A	A