

Maharashtra State Council Of Examination , Pune							
OBJECTIVE QUESTION							
FINAL ANSWER KEY GCC - TBC JULY 2026 EXAM BATCH - '304'							
SrNo	Question	Option_A	Option_B	Option_C	Option_D	PROVISIONAL Answer	FINAL Answer
1	CRT stand for _____	Camera Ray Tube	Cathode Ray Tube	Cathode Ram Tube	Camera Ram Tube	B	B
2	Ctrl + A means = _____	Select all	Print All	Copy All	Paste All		
	A					A	
3	Ctrl + c = _____	Cut selected items	Copy selected items	Paste Selected Item	Undo an action		
	B					B	
4	Ctrl + N means _____	Open a File	Copy a file	Print a file	New File	D	D
5	Ctrl + O means _____	Open a File	Copy a file	Print a file	New File	A	A
6	_____ is the shortcut key for closing document in MS-Word	CTRL+A	CTRL+Z	CTRL+Y	CTRL+W	D	D
7	_____ is used for performing menu operations through GUI	Toolbar	Taskbar	Stock chart	None of these	A	A
8	_____ press when help dialog box is appear	F4	F3	F1	F2	C	C
9	_____ shortcut key is used for cut the text in MS Word 2019	ctrl + x	ctrl + t	ctrl + c	ctrl + u	A	A
10	_____ tab is used for ruler show and hide	Data	Formula	View	Insert	C	C
11	By using _____ Command we can save the current workbook.	Open	New	Save	Close	C	C
12	By using _____ option, we can add the cell comments	contents	Cell contents	Comments	None of the above	C	C
13	By using Exit option, what action is done in Excel	Quit Excel	Open Excel	Close file	Open file	A	A
14	Can we save Excel file in Pdf?	TRUE	FALSE			A	A
15	Cell Address / Cell Reference is the combination of Column Label and Row Number.	true	false			A	A
16	In we can see all the slides in the presentation file in thumbnail view.	Outline Pane	Slides Pane	Notes page	Slide Sorter	B	D
17	In view you can rearrange the slides.	Slide Sorter View	Slide Master	Outline View	None of Above	A	A
18	In _____ you can view the presentation with Transition and Animation effects.	Outline	Slide Show	Note Page	Slide Sorter	B	B
19	In _____ view slide numbers gets displayed	Slide sorter	Normal	Reading	Slide show	A	A
20	In _____ view you can rearrange the slides.	Slide Sorter View	Slide Master	Outline View	None of these	A	A
21	_____ Virus disturbs the boot sectors of the disk.	Boot	File	Blog	Bug	A	A
22	_____ are two important parts of E-Mail	Subject and body	subject and reference	reference and message	reference and body	A	A
23	_____ Is a free E-Mail program that you can access from any web Browser.	Gmail	Hotmail	Yahoo mail	All of above	D	D
24	_____ is an example of an antivirus program.	Unix	Linux	Windows	Quick Heal	D	D
25	_____ is necessary to connect our Computer with Internet	Modem	Telephone Instrument	CD Drive	Pen Drive	A	A