

Maharashtra State Council Of Examination , Pune							
OBJECTIVE QUESTION							
FINAL ANSWER KEY GCC - TBC JULY 2026 EXAM BATCH - '403'							
SrNo	Question	Option_A	Option_B	Option_C	Option_D	PROVISIONAL Answer	FINAL Answer
1	Document can scan and send by e-mail with the help of ----- device.	Scanner	Keyboard	Barcode	Mouse	A	A
2	DOS is an ----- type os OS	Single user	Multi user	Multitasking	GUI	A	A
3	DOS is based on -----	aracter User Interfa	aracter Use Interfa	aracter User Intercha	aracter User Interr	A	A
4	DOS means = -----	ata operating syste	esk Operating syste	isk Operator syste	ata Operator syste	B	B
5	DPI means -----	ata per informatio	ate per informatio	Dot Per Inch	Data Per Inch	C	C
6	-----option will be used for desired type of the Drop Cap.	cap	Drop	Caption	Drop Cap	D	D
7	-----tab group is useful for changing font,font size of the selected matter.	Home	Insert	View	Data	A	A
8	-----applicati on software is used for word processing	MS-Word	MS-Excel	MS-Powerpoint	All of these	A	A
9	-----are the filter option	AutoFilter	CustomerFilter	AdvanceFilter	All the above	D	D
10	-----is the shortcut key for closing document in MS-Word	CTRL+A	CTRL+Z	CTRL+Y	CTRL+W	D	D
11	Default file name in Excel workbook is	Document1	File1	Book1	None of these	C	C
12	Delete Sheet Command is given in ----- Tab - Cells group.	File	View	Home	Tools	C	C
13	Delete sheet Command is given in ----- tab .	File	View	Home	Tools	C	C
14	Delete Sheet Command is given in Home ----- Group.	Tab Cells	Editing	Number	Font	A	A
15	Descending Sorting means ----- Sorting	A to z	Z to A	Both A & B	None of the above	B	B
16	In PowerPoint ----- view we can see only one slide at a time and can do editing in the same.	Slide Sorter	Normal View	Outline View	slide Show	B	B
17	In PowerPoint ----- command is used for closing the PowerPoint Application.	Cut	Open	Exit	Shut down	C	C
18	In PowerPoint a strip having Tabs - Groups and their corrspondin g commands is called -----	Title bar	Quick Access toolba	Ruler	Ribbon	D	D
19	In PowerPoint Animation Pane is displayed on ----- side of the screen.	Right	Left	Top	Bottom	A	A
20	In Powerpoint Arrange All Option is available in ----- Tab.	Home	Insert	View	Review	C	C
21	----- is an E-Mail program.	MS Word	Outlook express	MS Excel	MS Access	B	B
22	----- is an internet search tool.	Gmail	Facebook	Chrome	Gopher	D	D
23	----- Is text which is automatically inserted at the bottom of every E-Mail.	Signature	People widget	People text	ersonal information	A	A
24	----- is the powerful PC and data is stored in it.	Client	Server	Modem	None of these	B	B
25	----- system is use send electronic message.	E-mail	Online service	oice mail message	Shared resources	A	A