

Maharashtra State Council Of Examination , Pune							
OBJECTIVE QUESTION							
FINAL ANSWER KEY GCC - TBC JULY 2026 EXAM BATCH - '302'							
SrNo	Question	Option_A	Option_B	Option_C	Option_D	PROVISIONAL Answer	FINAL Answer
1	Alphanumeric is a combination of _____	Letters	Numbers	Letters and numbers	Numbers and special characters	D	D
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	ALU stands for Arithmetic & Logic Unit	TRUE	FALSE			A	A
5	ALU works with _____	Calculations	Analysis	Comparison	All of Above	D	D
6	_____ effect is increase the size of first character in Paragraph	Drop cap	Style	Text	Font	A	A
7	_____ facility is used to add unordered list in your document	Bullets	Numbering	Unorder	Order	A	A
8	_____ Highlights interesting cells as per condition given	Highlighter	Condition Highlighter	Conditional Formatting	Format painter	C	C
9	_____ is most of the used for documentation and formatting	Ms-Excel	Ms-Word	Ms-access	Ms-Powerpoint	B	B
10	_____ is the combination of Rows and Columns.	Border	Table	TextBox	Rectangle	B	B
11	Cell Address / Cell Reference is the combination of Column Label and Row Number.	TRUE	FALSE			A	A
12	Cell address contains column label and row number in MS Excel 2019	TRUE	FALSE			A	A
13	Cell in MS Excel 2019 is _____ a _____	Intersection of only rows	Intersection of only columns	Collection of rows and columns	None of these	C	C
14	Cell pointer move to one cell up used _____	Press Enter Key	Press Shift+Enter Key	Press Shift + Alt	Press Alt+Shift Key	B	B
15	Cell value typed in selected cell displayed in _____	None	Title Bar	Formula Bar	Status Bar	C	C
16	_____ is the shortcut key to open a PowerPoint presentation.	Ctrl+O	Ctrl+N	Ctrl+S	Ctrl+M	A	A
17	_____ pointer helps to draw line to understand our speech or statements while slide show.	Pen	Arrow	New	Animation	A	A
18	_____ view is not available in PowerPoint	Normal	Notes Page	Draft	None of these	C	C
19	_____ inserts decorative text in your presentation.	Word Art	Decorative Word	Art Word	Art Text	A	A
20	_____ is a type of slide in PowerPoint	Title only	status	Line	Circle	A	A
21	If we want send a mail to someone, we need to click on _____ button.	Compose	Reply	Backward	Forward	A	A
22	If we want send a mail to someone, we need to click on _____ button.	Reply	Compose	Delete	Forward	B	B
23	If we want to get back a deleted file we should go to the _____	Recycle Bin	Document	My Computer	My Files	A	A
24	If We wants to remove that attachment, we have to click on _____ button.	'Cross Mark' (X)	Y	Z	N	A	A
25	If website does not load properly, we can use _____ Button to reload it properly.	Refresh Button	Backward	Forward	Tab	A	A