

Maharashtra State Council Of Examination , Pune							
OBJECTIVE QUESTION							
FINAL ANSWER KEY GCC - TBC JULY 2026 EXAM BATCH - '503'							
SrNo	Question	Option_A	Option_B	Option_C	Option_D	PROVISIONAL Answer	FINAL Answer
1	Ctrl + c = _____	Cut selected items	Copy selected items	Paste Selected Item	Undo an action	B	B
2	Ctrl + N means _____	Open a File	Copy a file	Print a file	New File	D	D
3	Ctrl + O means _____	Open a File	Copy a file	Print a file	New File	A	A
4	Ctrl + P is used for _____	Open a File	Copy a file	Print a file	New File	C	C
5	Ctrl + x = _____	Cut selected items	Copy selected items	Paste Selected Item	Undo an action	A	A
6	After clicking with mouse on top area of column in table _____ Will get selected.	Row	Column	Cell	Table	B	B
7	After double clicking on Header and Footer we can edit it.	true	false			A	A
8	After double clicking on selection area on the left bottom corner of cell, entire _____ will get selected.	Row	Column	Cell	Table	A	A
9	After inserting a picture in document, they have _____ re size handles .	6	8	12	10	B	B
10	After saving the document we can not change the data?	True	FALSE			B	B
11	If we merge two cells containing data in them in MS Excel 2019 , which data is kept in merged cell?	merge cells in MS	right most cell data	data is kept in merge	upper left most data	D	D
12	If we use multiple IF functions in one into another, it is called as _____	rules form selected	Rules from Entire s	Both	None of these	B	D
13	If we want to delete any scenario, we use _____ option.	Remove	Close	Delete	Format	C	C
14	If we wish to copy the formula to adjacent cells or cells just below, we can copy it by dragging _____ in MS-Excel.	VLOOKUP	HLOOKUP	DATEDIF	FILL HANDLE	D	D
15	If we wish to do some operation _____ on a particular table, then subtotals facility of MS-Excel is used.	individually	group wise	randomly	evenly	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	Data consisting of title some text can be presented in _____ slide.	Title only	Title & content	Two content	Table	B	B
18	Design and Layout Theme are given to the slides according to Template selected.	TRUE	FALSE			A	A
19	Design/ Transition/ Animations/ Slide show tabs are available in _____	MS-Word	MS-Excel	MS-PowerPoint	MS-Access	C	C
20	In multi media musical instruments can be attached to _____ port of the computer.	MIDI	USB	LAN	None of these	A	A
21	Internet is the _____ in the world.	Smallest Network	Largest Network	Local Network	All of above	B	B
22	Internet is used for _____	Online Admission	Online Shopping	Communication	All of Above	D	D
23	Internet was first introduced by _____	vsnl	bsnl	airtel	vodafone	A	A
24	Internet was first introduced on _____	1 January 2000	15 August 2000	14 August 1995	26 January 1995	C	B
25	IP stands for _____	Indian Protocol	Internet Protocol	Indic Protocol	None of Above	B	B