

Maharashtra State Council Of Examination , Pune							
OBJECTIVE QUESTION							
FINAL ANSWER KEY GCC - TBC JULY 2026 EXAM BATCH - '101'							
SrNo	Question	Option_A	Option_B	Option_C	Option_D	PROVISIONAL Answer	FINAL Answer
1	Google Docs is developed by which company?	Microsoft	Google	Apple	Amazon	B	B
2	Which menu allows you to insert a table in Google Docs?	Insert	Format	Tools	File	A	A
3	Shortcut for italic text in Google Docs?	Ctrl + B	Ctrl + I	Ctrl + U	Ctrl + Shift + I	B	B
4	Default file extension when exporting Google Docs to Word?	.pdf	.txt	.docx	.pptx	C	C
5	What is the full form of LDAP?	Light Directory Access	Light Directory Access	Light Directory Access	Light Directory Access	B	B
6	Under information security, any device having _____ is classified as a computing device.	(a) processor	(b) memory	(c) both a & b	(d) neither a nor b	C	C
7	What is the use of IP source routing:	a. Mapping the network	b. Troubleshooting	c. Performance	d. All of above	D	D
8	Which is the IP source routing method:	a. SSR	b. LSR	c. LLR	d. Both a and b	D	D
9	What is the full form of MS Word?	Microsoft Word	Macro Soft Word	Mini Software Word	Main System Word	A	A
10	What is the full form of MS Office?	Main System Office	Multi Software Office	Microsoft Office	Mega Suite Office	C	C
11	Which company created MS Word?	Apple	IBM	Google	Microsoft	D	D
12	When was MS Word first released?	1983	1990	1995	2000	B	A
13	Which calendar permission allows others to edit your events?	Reviewer	Author	Editor	Delegate	C	C
14	Which Outlook feature allows conditional formatting in calendar views?	Calendar Formatting	Conditional Formatting	Custom Styles	View Settings	C	B
15	Which Outlook feature allows creating custom categories with colors?	Categories	Labels	Tags	Flags	A	A
16	Which Outlook feature allows creating custom Quick Parts for reuse?	Quick Parts	Templates	Drafts	Snippets	A	A
17	Default file extension of PowerPoint 2016+	.ppt	.pptx	.pps	.pot	B	B
18	View used to arrange slides	Normal	Slide Sorter	Outline	Reading	B	B
19	Shortcut to start slideshow	F2	F5	Ctrl+S	Shift+F5	B	B
20	Feature for motion effects	Transition	Animation	Design	Layout	B	B
21	Tab to insert charts/tables	Home	Insert	Design	Review	B	B
22	What is the full form of MS Excel?	Microsoft Excel	Macro Soft Excel	Main System Excel	Managed Sheet Excel	A	A
23	MS Excel is mainly used for what?	Calculations and data analysis	Playing music	Graphic designing	Video editing	B	#
24	Which company created MS Excel?	Microsoft	Google	Apple	IBM	C	A
25	When was MS Excel first released?	1985	1990	1995	2000	A	A