

Maharashtra State Council Of Examination , Pune							
OBJECTIVE QUESTION							
FINAL ANSWER KEY GCC - TBC JULY 2026 EXAM BATCH - '102'							
SrNo	Question	Option_A	Option_B	Option_C	Option_D	PROVISIONAL Answer	FINAL Answer
1	Which feature lets multiple users edit simultaneously?	Offline Mode	Track Changes	Real-time Collaboration	Spell Check	C	C
2	Where can you check spelling and grammar in Google Docs?	Tools	Insert	Format	View	A	A
3	Shortcut for underline text in Google Docs?	Ctrl + I	Ctrl + U	Ctrl + B	Ctrl + Shift + U	B	B
4	Which option allows you to download Google Docs as PDF?	File → Download	Tools → Export	Insert → PDF	Format → Save As	A	A
5	In a TCP header source and destination header contains:	a. 8 Bits	b. 16 Bits	c. 32 Bits	d. 128 Bits	C	C
6	Which is the false statement:	able dataflow for network	avoid network saturation	communication between devices	Internet layer is core	D	D
7	RDP server runs on:	a. Computers	b. Switches	c. Routers	d. Servers	C	C
8	Which service provide 3D view of earth:	a. Google Earth	b. Wikipedia	c. Skype	d. None of these	A	A
9	MS Word is mainly used for what?	Playing games	Browsing internet	Creating documents	Editing videos	C	#
10	Which feature checks spelling mistakes?	Spell Check	AutoComplete	Track Changes	AutoSave	A	A
11	Which tool is used to track document changes?	Review Pane	Compare Tool	Editor Tool	Track Changes	D	D
12	Which feature is used for combining letters with data?	Mail Merge	Letter Join	Data Merge	Field Connect	B	A
13	Which Outlook feature allows creating custom rules for attachments?	Attachment Rules	File Rules	Mail Rules	Transport Rules	A	A
14	Which Outlook feature allows creating custom rules for categories?	Category Rules	Label Rules	Tag Rules	Flag Rules	A	A
15	Which Outlook feature allows creating custom rules for contacts?	Contact Rules	People Rules	Address Rules	Contact Options	A	A
16	Which Outlook feature allows creating custom rules for distribution lists?	Distribution Rules	Group Rules	List Rules	Contact Rules	A	A
17	Apply consistent look across slides	Slide Master	Themes	Layouts	Background	A	A
18	Not a valid PowerPoint view	Normal	Slide Sorter	Draft	Reading	C	C
19	Shortcut to duplicate a slide	Ctrl+D	Ctrl+C	Ctrl+Shift+D	Alt+D	A	A
20	File type for slideshow only	.pptx	.ppsx	.potx	.pdf	B	#
21	Presenter View shows	Notes	Animations	Themes	Layouts	A	A
22	Which function is used to add numbers?	SUM	ADD	TOTAL	PLUS	D	A
23	In MS Excel, which option is used to apply filters?	Apply Filters Tool	Apply Filters Options	Apply Filters Command	Apply Filters Feature	C	C
24	In MS Excel, which option is used to create formulas?	Create Formulas Tool	Create Formulas Options	Create Formulas Command	Create Formulas Feature	B	B
25	In MS Excel, which option is used to apply data validation?	Apply Data Validation Tool	Apply Data Validation Options	Apply Data Validation Command	Apply Data Validation Feature	B	B