

Maharashtra State Council Of Examination , Pune							
OBJECTIVE QUESTION							
FINAL ANSWER KEY GCC - TBC JULY 2026 EXAM BATCH - '103'							
SrNo	Question	Option_A	Option_B	Option_C	Option_D	PROVISIONAL Answer	FINAL Answer
1	What is the maximum number of collaborators allowed in Google Docs?	10	50	100	Unlimited	D	D
2	Which menu contains “Page Setup”?	File	Insert	Tools	Format	A	A
3	Which feature shows document changes over time?	Version History	Track Changes	Activity Log	Document Timeline	A	A
4	Shortcut for copy in Google Docs?	Ctrl + C	Ctrl + V	Ctrl + X	Ctrl + Shift + C	A	A
5	WWW uses protocol.	a. FTP	b. HTTP	c. WBC	d. MTP	B	B
6	Website is a collection of	a. HTML documents	b. Graphic files	c. Lock key	d. All of these	A	A
7	For document exchange on network which of the following is not necessary?	a. Floppy	b. Telephone line	c. Connecetor	d. Satellite	A	A
8	Under information security, CIA standsfor	hinal Investigation	entiality, Integrity,	ost Information Age	edit Integrity Asses	B	B
9	In MS Word, what is used to apply themes?	Apply Themes Tool	Apply Themes Optio	Apply Themes Meno	Apply Themes Featu	A	A
10	Which option helps you to change line spacing in MS Word?	ange Line Spacing T	ige Line Spacing Op	nge Line Spacing M	ge Line Spacing Fe	A	A
11	Which option helps you to insert shapes in MS Word?	nsert Shapes Menu	nsert Shapes Optio	nsert Shapes Tool	nsert Shapes Featur	C	C
12	Which tool is used to compare documents?	hpare Documents To	pare Documents Op	pare Documents Ma	pare Documents Fe	D	D
13	Which Outlook feature allows creating custom rules for flagged tasks?	Task Rules	Flag Rules	Reminder Rules	Alert Rules	A	A
14	Which Outlook feature allows creating custom rules for meeting responses?	Response Rules	Meeting Rules	Calendar Rules	Invite Rules	A	A
15	Which Outlook feature allows creating custom rules for RSS feeds?	RSS Rules	Feed Rules	Subscription Rules	Internet Rules	A	A
16	Which Outlook feature allows creating custom rules for signatures?	Signature Rules	Signature Options	Signature Defaults	Signature Manager	A	A
17	Transition applies to	Text	Objects	Whole slide	Notes	C	C
18	SmartArt is used for	Charts	Diagrams	Animations	Tables	B	B
19	Shortcut to end slideshow	Esc	F1	Ctrl+E	Alt+S	A	A
20	Notes Pane is used for	Animations	Speaker notes	Slide order	Background	B	B
21	Shortcut to save presentation	Ctrl+S	Ctrl+Shift+S	Alt+S	F12	A	A
22	In MS Excel, which option is used to use Goal Seek?	Use Goal Seek Tool	Use Goal Seek Optio	Goal Seek Comm	Use Goal Seek Featu	D	D
23	In MS Excel, which option is used to remove duplicates?	move Duplicates To	ove Duplicates Op	ve Duplicates Com	ove Duplicates Fea	B	B
24	In MS Excel, which option is used to use HLOOKUP?	Use Hlookup Tool	Use Hlookup Optio	Hlookup Comm	Use Hlookup Featur	A	A
25	In MS Excel, which option is used to calculate percentages?	ulate Percentages	late Percentages O	te Percentages Co	ate Percentages Fe	D	D