

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JULY 2026 EXAM BATCH - 101

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	All programs can be started from _____ menu.	Start	Main	Functional	None Of Above	A
2	Alphanumeric keys contains - _____	Letter	Numbers	Letter & Numbers	Letters, Numbers & Special Characters	D
3	Alt & Ctrl keys are _____	Function keys	Option Keys	Combination Keys	All of these	C
4	Alt + F4 can be used for _____	Open a File	Open Program	Close active Item or Active file	None of above	C
5	Alu means _____	Automatic Logic Unit	Arithmetic Long Unit	Arithmetic And Logical Unit	None of these	C
6	_____ can you disable extended selection mode	Press F8 again to disable	Press Del to disable	Press Esc to disable	Press Enter to disable	C
7	_____ item appears dimly behind the main body text	Water Color	Background	Watermark	Back Color	C
8	_____ items are placed at the end of a document	Footer	Foot Note	End Note	Header	C
9	_____ Is made up of Rows and Columns.	Text Box	Rectangles	Borders	Table	D
10	Ctrl+ _____ is used for Double Line Spacing	2	3	4	5	A
11	_____ Collection is called as Workbook.	Worknote-Book	Work Document	Chart Book	Worksheet	D
12	_____ Means in built formula basically available in Excel.	Programs	Value	Figures	Functions	D
13	_____ Means instruction to perform calculations.	Text	Formula	Number	Cell Reference	B
14	_____ Option is available only in MS-Excel Window.	Status Bar	Title Bar	Menu Bar	Formula Bar	D

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
15	= Lower() Function use to convert text in to _____ case.	Capital	Small	Big	Upper	B
16	Close command will close only currently open presentation	TRUE	FALSE			A
17	Closing and exiting in powerpoint are same	TRUE	FALSE			B
18	Comment command is available in _____ tab in PowerPoint	Insert	Review	View	Home	B
19	Convert to SmartArt command is available in _____ group in PowerPoint	Font	Paragraph	Drawing	Editing	B
20	Presentation files can be made in Notepad	TRUE	FALSE			B
21	An ISP connects you to the internet.	TRUE	FALSE			A
22	_____ Is a way of sending and receiving messages using a computer.	G-mail	E-mail	M-mail	Google	B
23	In Computer E-Mail is a way of _____ messages.	Sending	Copying	Moving	Downloading	A
24	Process of saving files to your computer from the internet is called _____	Uploading	Downloading	Installing	Unzip	B
25	"HTML" is acronym for what?	Hypertext Markup Loop	High Tone Modifier Loop	Hypertext Markup Language	None of the above	C