

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JULY 2026 EXAM BATCH - 103

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Arrow keys is also called as _____	Combination	Navigation	Addition	Changing	B
2	Arrow keys is also called as Navigation Keys	TRUE	FALSE			A
3	Arrow keys on keyboard are called as : : : : :	Toggle Keys	Navigation Keys	Numeric Keypad	None Of Above	B
4	Artificial intelligence is incorporated in _____	Second Generation	Third Generation	Fourth Generation	Fifth Generation	D
5	Automation is one of the characteristics of computer	TRUE	FALSE			A
6	: : : : : of the following helps to reduce spelling error in the document?	Auto Format	Auto Correct	Smart Tags	Auto Text	B
7	: : : : : is the shortcut key to display field codes?	Alt + F9	Ctrl + F9	Shift + F9	Space + F9	A
8	: : : : : cannot be resized.	Dialog Box	Window	Word	Wizard	A
9	: : : : : . Option is use to change of margins.	Data	Insert	Page Layout	Home	C
10	: : : : : can be used to set margins and indents in Document	Status Area	Ruler	Status Bar	Toolbar	B
11	=SUM(E8:E11) this function sort the values in cells range between E8 to E11.	true	false			B
12	=Upper("Hello") , this function will convert the given text as	Hello	hello	hELLO	HELLO	D
13	=Upper() Function use to convert text in to : : : : : cases .	Capital	Small	Lower	Upper	A
14	'Σ' is a sign of Auto sum	TRUE	FALSE			A
15	'Σ' is a sign of ____	Summarize Data	Autosum	Subtractions	All of the above	B
16	Data consisting of text and numbers are best represented using ____ slide.	Table slide	Title slide	Comparison slide	None of these	A

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17	Default name of presentation is	Document 1	Workbook 1	Presentation1	None of these	C
18	Default Orientation in PowerPoint is	Portrait	Landscape	Horizontal	None of these	B
19	Default zoom available in PowerPoint is	0.5	1	1.5	Fit to Window	D
20	Design and Layout are given to the slides according to _____ selected	Template	Page	Picture	Chart	A
21	.Edu domain code is used to show ____ Site	Government	Commercial	Educational	Professional	C
22	.edu, .com, .org, .net, .gov are part of standard internet address domain code.	true	false			A
23	.GIF is a compressed bitmap format which supports _____ colors.	256	1024	354	400	A
24	.Gov domain code is used to show ____ Site	Government	Commercial	Educational	Professional	A
25	.MIDI is a file extension of a sound file.	TRUE	FALSE			A