

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JULY 2026 EXAM BATCH - 205

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Computer is an _____ device	Electric	Electronic	Mechanical	None Of Above	B
2	Computer is basically divided into _____ and _____	Hardcopy, Softcopy	Hardware, Software	Software, Antivirus	None Of Above	B
3	Computer keyboard is having set of ----- key on right side.	Number	Text	Function	Control	A
4	Computer keyboard layout is same as _____ keyboard.	Typewriter	Musical	Both A And B	None Of Above	A
5	Computer Memory is calculated in _____	Bits	Byte	File	Data	B
6	_____ Is the shortcut key to "Center Align".	Ctrl + G	Ctrl + C	Ctrl + E	Ctrl + H	C
7	_____ Line spacing means between two lines there is the spacing of only one line.	1.0 (Single)	1.5	2.0 (Double)	4	A
8	_____ shortcut key is used to spell check in MS-Word	F1	F2	F7	F8	C
9	_____ Tab we can do page setting in MS-Word	Page Layout	Print Layout	A4	Home	A
10	_____ Is containing of Rows and columns.	Table	Border	Text Box	Rectangle	A
11	Addition of cells B4 & F7 can be done using _____ Formula	=B4*F7	=B4+F7	=B4@F7	=B4/F7	B
12	After starting MS-Excel 2019, we see _____ file by default	Book1	Document1	Presentation1	None of these	A
13	Alignments of cell in Excel sheet can be done by _____	Files / Cells	Format / Cells	FTP / Align	None of these	B
14	All commands are given in tab and ribbon format in MS Excel 2019 .	TRUE	FALSE			A
15	All commands are given in the form of Tabs and Ribbon in Excel 2019.	true	false			A

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
16	Header and Footer are visible on each slide in PowerPoint	TRUE	FALSE			A
17	Header and Footer command is available in _____ tab in PowerPoint	Home	Insert	Transition	View	B
18	Header and Footer options are given in _____ tab.	Windows	Insert	Slide Show	Format	B
19	How can you insert bar graph in a presentation?	Insert=> Chart => Bar	Insert=>Image	Edit=>Image	Edit=>Chart	A
20	How can you see all your chart at once?	through slide view	through reading view	through slide sorter view	through normal view	C
21	_____ Is a special function key available on the keyboard.	Pause	Tab	Esc	F10	D
22	_____ Is an example of input unit.	Monitor	Mouse	Printer	Speaker	B
23	_____ Is shown on the desktop of Windows 10.	Recycle Bin	Disk Drives	Compilers	Drivers	A
24	_____ Is standard Internet Protocol	IPX	SPX	ITC	TCP / IP	D
25	_____ is WAN type of network.	Internet	Browser	Webpage	Home page	A