

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JULY 2026 EXAM BATCH - 302

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Computers are capable to handle	Only Small Data	Only 1 Calculation At A Time	Huge Amount Of Data	None of these	C
2	Computers are used in _____ segments	Banking	Industries	Communications	All Of Above	D
3	Computers are used in _____ offices	Govt. Offices	Telephone Offices	Hospitals	Computers Are Used Everywhere	D
4	Control Unit of part of CPU.	TRUE	FALSE			A
5	Cordless Mouse is the types of mouse.	TRUE	FALSE			A
6	_____ is containing of Rows and Columns.	Text Box	Rectangles	Borders	Table	D
7	_____ Is type of Application Software	Windows	Ms-Word	Dos	Unix	B
8	_____ is the shortcut key for manual line break.	CTRL + Enter	Alt + Enter	Shift + Enter	Space + Enter	C
9	_____ is not a type of page margin.	Left	Right	Center	Top	C
10	_____ is the short cut key to open the Open dialog box?	F12	Shift F12	Alt + F12	Ctrl + F12	D
11	Auto Sum option is available in _____	Formula	Data	Insert	None of these	A
12	Autofill Option is used to get 1,2,3,4 : : . Numbers in : : : : ... Column.	Serial Number	Down	Up	None of the above	A
13	Autosum button is available in data tab in MS Excel 2019 .	TRUE	FALSE			B
14	Below the _____ area, we get sheet Tabs	worksheet	Cell	Row	Column	A
15	Below the worksheet area, we get _____	Name Box	Tabs	Formula Bar	Sheet Tabs	D
16	If the current slide gets full then new slide has to be inserted _____	Manually	Automatically	Directly	None of these	A

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
17	If we want a slide show to run from the current slide then click _____ button.	From beginning	From current slide	Run	Start from beginning	B
18	If we want to run slide show from the first slide the steps we should follow are	F6 - slide show - start slide show - from beginning	from beginning	Slide show - from beginning	Slide show - start slide show - from beginning	D
19	If you ____ a slide it will not be shown in the full screen slide show.	show	close	hide	exit	C
20	If you do not wish to show particular slide in slide show, _____ command can be used	Delete	Hide	Show	None of Above	B
21	_____ Can be used to send and receive messages.	Word Processor	Image editor	Windows	E-mail	D
22	_____ Is an example of Application Software.	Interpreter	Operating System	Browser	Compiler	C
23	_____ means raw information given to computer as input.	Characters	Information	Data	Analysis	C
24	_____ Means respond to received mail.	Forward	Compose	Delete	Reply	D
25	_____ Means sending received E-Mail to some other mail id.	Compose	Forward	Reply	Delete	B