

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JULY 2026 EXAM BATCH - 304

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	CRT stand for _____	Camera Ray Tube	Cathode Ray Tube	Cathode Ram Tube	Camera Ram Tube	B
2	Ctrl + A means = _____	Select all	Print All	Copy All	Paste All	A
3	Ctrl + c = _____	Cut selected items	Copy selected items	paste Selected Items	Undo an action	B
4	Ctrl + N means _____	Open a File	Copy a file	Print a file	New File	D
5	Ctrl + O means _____	Open a File	Copy a file	Print a file	New File	A
6	_____ is the shortcut key for closing document in MS-Word	CTRL+A	CTRL+Z	CTRL+Y	CTRL+W	D
7	_____ is used for performing menu operations through GUI	Toolbar	Taskbar	Stock chart	None of these	A
8	_____ press when help dialog box is appear	F4	F3	F1	F2	C
9	_____ shortcut key is used for cut the text in MS Word 2019	ctrl + x	ctrl + t	ctrl + c	ctrl + u	A
10	_____ tab is used for ruler show and hide	Data	Formula	View	Insert	C
11	By using _____ Command we can save the current workbook.	Open	New	Save	Close	C
12	By using _____ option, we can add the cell comments	contents	Cell contents	Comments	None of the above	C
13	By using Exit option, what action is done in Excel	Quit Excel	Open Excel	Close file	Open file	A
14	Can we save Excel file in Pdf?	TRUE	FALSE			A
15	Cell Address / Cell Reference is the combination of Column Label and Row Number.	true	false			A
16	In we can see all the slides in the presentation file in thumbnail view.	Outline Pane	Slides Pane	Notes page	Slide Sorter	B

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17	In view you can rearrange the slides.	Slide Sorter View	Slide Master	Outline View	None of Above	A
18	In _____ you can view the presentation with Transition and Animation effects.	Outline	Slide Show	Note Page	Slide Sorter	B
19	In _____ view slide numbers gets displayed	Slide sorter	Normal	Reading	Slide show	A
20	In _____ view you can rearrange the slides.	Slide Sorter View	Slide Master	Outline View	None of these	A
21	_____ Virus disturbs the boot sectors of the disk.	Boot	File	Blog	Bug	A
22	_____ are two important parts of E-Mail	Subject and body	Subject and reference	Reference and message	Reference and body	A
23	_____ Is a free E-Mail program that you can access from any web Browser.	Gmail	Hotmail	Yahoo mail	All of above	D
24	_____ is an example of an antivirus program.	Unix	Linux	Windows	Quick Heal	D
25	_____ is necessary to connect our Computer with Internet	Modem	Telephone Instrument	CD Drive	Pen Drive	A