

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC JULY 2026 EXAM BATCH - 403**

| Sr.No | Question                                                                       | Option A                 | Option B                | Option C                   | Option D                | Provisional Ans. |
|-------|--------------------------------------------------------------------------------|--------------------------|-------------------------|----------------------------|-------------------------|------------------|
| 1     | Document can scan and send by e-mail with the help of ----- device.            | Scanner                  | Keyboard                | Barcode                    | Mouse                   | A                |
| 2     | DOS is an _____ type os OS                                                     | Single user              | Multi user              | Multitasking               | GUI                     | A                |
| 3     | DOS is based on _____                                                          | Character User Interface | Character Use Interface | Character User Interchange | Character User Internal | A                |
| 4     | DOS means = _____                                                              | Data operating system    | Disk Operating system   | Disk Operator system       | Data Operator system    | B                |
| 5     | DPI means _____                                                                | Data per information     | Date per information    | Dot Per Inch               | Data Per Inch           | C                |
| 6     | _____ option will be used for desired type of the Drop Cap.                    | cap                      | Drop                    | Caption                    | Drop Cap                | D                |
| 7     | _____ tab group is useful for changing font, font size of the selected matter. | Home                     | Insert                  | View                       | Data                    | A                |
| 8     | _____ application software is used for word processing                         | MS-Word                  | MS-Excel                | MS-Powerpoint              | All of these            | A                |
| 9     | _____ are the filter option                                                    | AutoFilter               | CustomerFilter          | AdvanceFilter              | All the above           | D                |
| 10    | _____ is the shortcut key for closing document in MS-Word                      | CTRL+A                   | CTRL+Z                  | CTRL+Y                     | CTRL+W                  | D                |
| 11    | Default file name in Excel workbook is                                         | Document1                | File1                   | Book1                      | None of these           | C                |
| 12    | Delete Sheet Command is given in _____ Tab - Cells group.                      | File                     | View                    | Home                       | Tools                   | C                |
| 13    | Delete sheet Command is given in _____ tab.                                    | File                     | View                    | Home                       | Tools                   | C                |
| 14    | Delete Sheet Command is given in Home _____ Group.                             | Tab Cells                | Editing                 | Number                     | Font                    | A                |
| 15    | Descending Sorting means _____ Sorting                                         | A to z                   | Z to A                  | Both A & B                 | None of the above       | B                |

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|-------|----------------------------------------------------------------------------------------------|--------------|----------------------|---------------------|----------------------|------------------|
| 16    | In PowerPoint ..... view we can see only one slide at a time and can do editing in the same. | Slide Sorter | Normal View          | Outline View        | slide Show           | B                |
| 17    | In PowerPoint ..... command is used for closing the PowerPoint Application.                  | Cut          | Open                 | Exit                | Shut down            | C                |
| 18    | In PowerPoint a strip having Tabs - Groups and their corresponding commands is called .....  | Title bar    | Quick Access toolbar | Ruler               | Ribbon               | D                |
| 19    | In PowerPoint Animation Pane is displayed on ..... side of the screen.                       | Right        | Left                 | Top                 | Bottom               | A                |
| 20    | In Powerpoint Arrange All Option is available in ..... Tab.                                  | Home         | Insert               | View                | Review               | C                |
| 21    | ..... is an E-Mail program.                                                                  | MS Word      | Outlook express      | MS Excel            | MS Access            | B                |
| 22    | ..... is an internet search tool.                                                            | Gmail        | Facebook             | Chrome              | Gopher               | D                |
| 23    | ..... Is text which is automatically inserted at the bottom of every E-Mail.                 | Signature    | People widget        | People text         | Personal information | A                |
| 24    | ..... is the powerful PC and data is stored in it.                                           | Client       | Server               | Modem               | None of these        | B                |
| 25    | ..... system is use send electronic message.                                                 | E-mail       | Online service       | Voice mail messages | Shared resources     | A                |