

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JULY 2026 EXAM BATCH - 405

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Extension of excel file is _____	.Txt	.Pptx	.Docx	None Of Above	D
2	Extension of executable file is _____	.Txt	.Pptx	.Docx	.Exe	D
3	Extension of powerpoint file is _____	.Txt	.Pptx	.Docx	.Exe	B
4	Extension of text file is _____	.Txt	.Pptx	.Docx	.Exe	A
5	Extension of word file is _____	.Txt	.Pptx	.Docx	.Exe	C
6	A smallest item of information about a record is_____	Row	Column	Field	None of these	C
7	A thick border around the active cell is called_____	Cell pointer	selection	Border	Outline	A
8	After clicking on Header and Footer we can edit it.	TRUE	FALSE			A
9	After Clicking on Header and Footer we can't edit it.	TRUE	FALSE			B
10	After clicking on_____in document resizing handles are appeared around it	Picture	Paragraph	text	scroll bar	A
11	Every Worksheet has vertical and horizontal lines called : : : : : .	Cell	Pixel	Table	Grid	D
12	Excel file Extension XLSX means _____	Microsoft Excel Workbook	Microsoft Excel Template	Web Page	Microsoft Office Workplace	A
13	Excel is generally used for data analysis in offices.	TRUE	FALSE			A
14	Excel is not generally used for data analysis in offices.	TRUE	FALSE			B
15	File name of current sheet is shown on _____	Reference Area	Title Bar	Page	On Cell	B
16	In PowerPoint default height of the slide is _____ inches.	6	6.5	7	7.5	D

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
17	In PowerPoint default layout of first slide is	Title and content	Section Header	Blank	Title Slide	D
18	In PowerPoint default layout of slide is _____	Title and content	Section Header	Blank	Title Slide	D
19	In PowerPoint default view is _____	Slide Show	Slide Sorter	Normal	Notes Pages	C
20	In PowerPoint default width of the slide is _____ inches	8	9	10	11	C
21	_____ Is used to view sent E-Mails.	Sent Mails	Spam	Trash	Inbox	A
22	_____connects the current page of Web Site to another specific page of Web Site.	Downloading	Uploading	Hyperlink	Testing	C
23	_____is NOT an image file format.	.BMP	.JPEG	.GIF	.CDR	D
24	_____is NOT an example of antivirus.	Quick Heal	Net Protector	C++	Norton	C
25	_____computers work on bits.	Analog	Digital	Virtual	Rational	B