

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JULY 2026 EXAM BATCH - 504

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Folder can have many subfolders and files.	TRUE	FALSE			A
2	Folders can be sorted by _____	Name Wise	Date wise	Item wise	All of these	D
3	Following are not examples of Operating Systems	Windows	Unix	Linux	MS-Office	D
4	Following are parts of Mouse _____	Left Click	Scroll Wheel	Right Click	All of the above	D
5	Following are popular mail protocol.	POP	SMTP	IMAP	All of these	D
6	By default, on which page the header or the footer is printed?	On first page	On alternate page	On every page	None of these	C
7	By using _____option we can see the size of the document on screen	Font	zoom	Height	weight	B
8	By using word processors you can create _____ Type of file	Presentation	Database	Document	Worksheet	C
9	Calibri, Mangal are the examples of _____	Word Art	Font	Font Style	Indents	B
10	Caps Lock On is used in Word for_____	All text capital	All text small	Only first character capital	Only first character small	A
11	How many types of vertical alignments are possible in MS Excel 2019 ?	1	2	3	4	C
12	Hyperlink is used to create link the sheet	TRUE	FALSE			A
13	IF is a database function.	TRUE	FALSE			B
14	IF is not a logical function	TRUE	FALSE			B
15	If we increase the height of the row, the text matter automatically gets shifted to the _____ of the Cell	Bottom	Middle	Up	Down	A

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
16	In PowerPoint one can give Underline effect to text using ----- shortcut key.	Ctrl + A	Ctrl + B	Ctrl + I	Ctrl + U	D
17	In PowerPoint one can hide background graphics by clicking on --	Design - Background - Hide Background Graphics	Insert - Background - Hide background Graphics	Home - Background - Hide background Graphics	None of these	A
18	In PowerPoint one can hide slide in the following ways -	Select the slide to be hide - Slide show - Set up - Hide slide	Select the slide to be hide - Right click - Hide Slide	Both A and B	None of these	C
19	In PowerPoint one can insert following from Images group.	Photo Album	Screenshot	Formula	A and B	D
20	In PowerPoint one can insert screenshot from _____ Tab.	Illustrations	Links	Text	Images	D
21	FTP Protocol is used to transfer the information of web pages on www.	HTTP	FTP	TCP/IP	None of these	A
22	WWW is a worldwide system of network.	LAN	Internet	World Wide Web	Cyberspace	B
23	F5 Key is used to see the list of the Typed Internet Addresses	F1	F2	F3	F4	D
24	Outlook Express Is a free Email program that you can access from any web browser.	Yahoo Mail	Rediff Mail	Hot Mail	All of the above	D
25	Internet Explorer Is a Microsoft's web browser that installs with windows by default.	Windows Explorer	Navigator	File Manger	Internet Explorer	D