

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JULY 2026 EXAM BATCH - 604

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Hard disk is used to store _____ data	small	temporary	huge	All of above	C
2	HDD stands for -	Hardly Disk Drive	Hard Data Drive	Hard Disk Drive	Hard Disk Data	C
3	How viruses spread? Using _____	CD	Floppy	Pen Drive	All of above	D
4	HTML similar to	Scripting Language	Screen Editor	Word Processor	Search Engine	A
5	HTML stands for Hypertext Manual Language.	TRUE	FALSE			B
6	Ctrl+_____ key used for selecting the whole or complete document	A	B	C	D	A
7	Ctrl+ :... with an arrow key used for to select a block of text	SHIFT	delete	undo	redo	A
8	Ctrl+2 is used for_____	single line spacing	Double Line Spacing	One and half line spacing	All of these	B
9	Ctrl+5 used for_____	single line spacing	One and half line spacing	double line spacing	None of these	B
10	ctrl+A key used in Word for_____	Select All	Align Right	Align left	change font	A
11	In excel column are : : : : : : :	Straight	Curve	Horizontal	Shape	C
12	In Excel Ctrl + U Command is used for _____	Bold	Italic	Underline	Paste	C
13	In Excel Ctrl + X Command is used for _____	Copy	Cut	Search	Paste	B
14	In Excel Cut option is used to _____	Copy and Paste	cut and paste	Cut	New	C
15	In Excel Default Alignment are _____	Both Numbers and Text on Left	Both Numbers and Text on Right	Numbers on Right and Text on Left	Numbers on Left and Text on Right	C
16	In powerpoint The different views can be found under _____	Insert=>Presentation Views	View=>Presentation Views	Review=>Presentation Views	None of these	B

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17	In PowerPoint the duration is inside _____ group.	Timing	Font	Presentation Views	Page setup	A
18	In PowerPoint the file menu consist of _____	Open, Save, Print	Undo, Redo	Cut, Copy, Paste	None of these	A
19	In PowerPoint there are total ----- number of layouts in New Slides button.	10	8	9	12	C
20	In PowerPoint thesaurus is available under _____ribbon.	Home	Insert	Review	Slide Show	C
21	A search engine is used to get _____ from internet.	information	Connection	Files	None of above	A
22	A search engine is used to get information from _____	Internet	MS Office	Browser	Gmail	A
23	A search engine is used to get information from internet.	True	False			A
24	A search tool is a program that finds _____ that match keywords that you enter.	Server	Client	Network	Web Site	D
25	A search tool is a program that finds web sites, web pages and internet files that match keywords that you enter.	TRUE	FALSE			A