

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JULY 2026 EXAM BATCH - 701

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Icons on the desktop	can be hidden	cannot be hidden	cannot be moved	None of above	A
2	If you delete your mail it is stored in	Trash	Inbox	Spam	None of these	A
3	Image on the screen of monitor are formed by various _____	Pixels	Boxes	Objects	None Of Above	A
4	In E-mail BCC means Blind carbon copy.	TRUE	FALSE			A
5	In E-mail BCC means Blind Courtesy copy.	TRUE	FALSE			A
6	Ctrl+J shortcut key used for_____in MS Word 2019.	justify align	Center Alignment	left align	no Alignment	A
7	Ctrl+L is used for Left Alignment	TRUE	FALSE			A
8	Ctrl+L is used for_____	Right Alignment	left Alignment	Alignment	None of these	B
9	Ctrl+O_____	Save Document	Print Document	Open Document	Close Document	C
10	Ctrl+R is used for _____Alignment	Top	Center	Right	Left	C
11	In Excel Sequentially Selected cells are called _____	Cell span	Line	Cell range	None of these	C
12	In Excel Short cut Command for Replace _____	Ctrl + V	Ctrl + H	Ctrl + F	Ctrl + G	B
13	In Excel Spelling option is available in _____ Menu	Insert	Review	Data	View	B
14	In Excel symbol can be inserted using _____ menu	Home	Insert	Page Layout	Review	B
15	In excel to make text bold which shortcut key is used?	Ctrl +A	Ctrl +C	Ctrl +B	Ctrl +D	C
16	In PowerPoint we can apply your own background styles using --	Insert - Background - Background styles	Design - Background - Background Styles	Insert - Background	None of these	B

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
17	In PowerPoint we can correct spelling and grammar in the slides by using _____	Review => Proofing => Spelling	View => Proofing => Spelling	Review => Language => Spelling	View =>Language => Spelling	A
18	In PowerPoint we can correct the Spelling and Grammar in the slides by using following steps -	Review - Proofing - Spelling	Review - Language - Spelling	Both A and B	None of these	A
19	In PowerPoint we can hide the slide by using following steps --	Slide Show - Set up - Hide Slide	View - Hide Slide	Both A and B	None of these	A
20	In PowerPoint we can insert comment in the slide by using following steps -	Review - Comments - New Comment	View - Comments - New Comment	Insert - Comments - New Comment	None of these	A
21	All web addresses start with http://	TRUE	FALSE			A
22	ALU stands for _____	Arithmetic and Logical Unit	Arithmetic and Logical Unit	Addition Logic Unit	None of these	B
23	An _____ Is a program that provides tools for accessing web sites.	Gmail	Google Chrome	Googletalk	All of above	B
24	Analog computers produce more accurate and faster results.	TRUE	FALSE			B
25	Animation refers to a combination of text, graphics, sound animation and video.	TRUE	FALSE			B