

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JULY 2026 EXAM BATCH - 705

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	In Email CC means Courtesy Copy	TRUE	FALSE			B
2	In Email CC means Courtesy Copy means	Copy case	Cut copy	Courtesy Copy	Curent copy	C
3	In email we can attach executable file.	TRUE	FALSE			A
4	In Gmail an inbox is where you can find	deleted mail	read mail	new mail	sent mail	C
5	In Gmail for writing new mail the option used is _____	New mail	compose	create	Sent mail	B
6	Drop Caps means_____	Small Caps	Title case	All Caps	None of these	D
7	Drop Caps Option shown in _____ Tab.	Home	Insert	Page Layout	View	B
8	Drops caps are used in document for _____	to drop all capital letter	to drop all paragraph	to make first initial letter large	None of these	C
9	Due to ----- option, the width of a column is adjust with the width of the matter.	Auto Format	Auto Text	Auto Cut	AutoFit	D
10	Exit option is given in File Menu.	TRUE	FALSE			A
11	In MS Excel 2019 , Workbook is a set of ?	worksheets	text files	images	documents	A
12	In MS Excel 2019 ,set of worksheets is called as	Work area	workplace	workbook	workspace	C
13	In MS Excel 2019 How many default worksheets are found?	2	3	4	5	B
14	In MS Excel 2019 how many types of sorting orientations you find ?	only one : top to bottom	two : top to bottom and left to right	three top to bottom, left to right, right to left	None of these	B
15	In MS Excel 2019 the active cell is indicated by____	dotted border	red color	blinking border	a dark wide border	D

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
16	In the _____ pane we can get the current slide in larger size.	Notes	Slide	Handouts	Zoom	B
17	In 'Title slide' the default font size of 'Title placeholder' is _____	40	44	48	24	B
18	In which tab will you find Word Art in PowerPoint?	Format	Design	Home	Insert	D
19	In which view you can see notes regarding to slide?	Note Page	Slide	View	Slide sorter	A
20	It is not possible to insert chart in Presentation	true	false			B
21	Buying and Selling on internet is known as : : : : : : : :	E-business	E-commerce	E-buzz	E-learning	B
22	By using E-Mail server you can _____	Download Song	Send a mail	Play games	None of above	B
23	By using what the client PCs can communicate with each other within the network?	Client	Webpage	Client	Server	D
24	C++ is a _____	Program	Programming Language	Operating system	compiler	B
25	Calculations are performed by_____	Memory Unit	Monitor	ALU	Keyboard	C