

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JULY 2026 EXAM BATCH - 102

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ device is used to scan images, printed text, handwriting from papers.	Joystick	Gamepad	Scanner	ALL OF ABOVE	C
2	_____ are not a characteristic of computer.	Speed	Accuracy	Huge Data Storage	None of these	D
3	_____ is common name of flash drive.	Pen Drive	Memory Drive	Hard Drive	All of Above	A
4	_____ Is character printer.	Plotter	Laser	Solid	Dot Matrix	D
5	_____ is type of optical Disk.	Floppy Disk Drive	CD	Hard disk	Pen drive	B
6	"Line tool" button is in the _____ option of Insert Tab.	Standard	Formatting	Status	Shape	D
7	"Save As" dialog box is mainly used to save the open file with different name.	true	false			A
8	___ Is a blinking straight line where we can type the matter.	Cursor	Bar tab	Insertion Tab	Point	A
9	___ option cancels previous action in msword.	copy	paste	Formatting	undo	D
10	___ command is present in home tab	sort	page number	margin	orientation	A
11	___ is the Function not available in Lookup category.	AND	VLookup	HLookup	Match	A
12	___ Function makes the number given in the brackets round to the number upto specific digits.	Case()	Round()	Max()	if()	B
13	___ Option is available only in MS_EXCEL Window.	Status Bar	Formula Bar	Menu bar	Title Bar	B
14	___ Means in built formula basically available in Excel	Programs	Value	Figures	Functions	D

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15	= lower() function is used to convert the provided text into small cases.	TRUE	FALSE			A
16	----- means the effects given in Slide, regarding how the Objects appeared during Slide show.	Animation	Slide Show	Slide Transition	ClipArt	A
17	----- Menu is available only in Power Point.	Windows	View	Slide Show	Format	C
18	----- view is used to adjust or arrange the matter in the slide.	Slide	Slide Show	Outline View	Slide Sorter View	C
19	._____ Includes a combination of Text, Audio, Still Images, Video & Animation	Multimedia	Graphics	Web Authoring	Project Managers	A
20	----- view is useful to type matter on slide.	Print Layout	Outline	Normal	None of the above	C
21	Data in fiber-optic Cable is transferred through _____	Waves	Light pulses	Range	None of above	B
22	Data storage capacity of flash memory cards is from _____	1MB to 10 MB	10MB to 100MB	100MB to 1GB	2GB to 64GB	D
23	Decompression of a compressed file/folder is also known as _____	Resolution	Evaluation	Interaction	Extraction	D
24	Deleted E-Mails are permanently removed from E-Mail account.	Never	Always	Sometimes	None of these	A
25	Deleted emails are shown in _____ menu.	Sent	Trash	Draft	Inbox	B