

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JULY 2026 EXAM BATCH - 203

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	1 KB = _____ Bytes	1000	1012	1024	1032	C
2	1 GB = _____	1000 MB	1024 ZB	1024 MB	1024 TB	C
3	1 Peta Byte = 1024 _____	Tera Byte	Mega Byte	Giga Byte	None of Above	A
4	1 Tera Byte = 1024 _____	Mega Byte	Giga Byte	Yotta Byte	None of Above	B
5	1 YB (yotta byte) = _____	1024 ZB	512 TB	1024 MB	NONE OF ABOVE	A
6	_____ shortcut key is used to give Center alignment	Alt+E	Ctrl+E	Ctrl + L	Ctrl+T	B
7	_____ shortcut key is used to give left alignment	Alt+L	Ctrl+ I	Ctrl + L	Ctrl+T	C
8	_____ shortcut key is used to give right alignment	Ctrl+L	Ctrl+ R	Ctrl+Right	Alt +R	B
9	_____ Shortcut key is used to paste a matter in MS-WORD	Ctrl + V	Alt + V	Ctrl + C	Ctrl + D	A
10	_____ tab is used for mail merge	Data	Mailing	Review	View	B
11	AND Function checks for multiple conditions and if any one condition is true, then returns the result as TRUE.	TRUE	FALSE			B
12	AND function returns the error as _____	Wrong!!	Error!!	Mistake!!	#VALUE!	D
13	AND logical function gives result as _____ if all the conditions are true.	False	True			B
14	AND/OR/NOT these are _____ functions in MS-Excel.	Analytical	Logical	Conditional	Arithmetic	B
15	Autofill Option is used to get 1,2,3,4_____ Numbers in _____ Column.	Serial Number	Down	Up	None of these	A
16	_____ can be inserted in PowerPoint presentation.	Paper	Page	Hyperlink	None of these	C

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17	_____ is added to a slide to illustrate and compare data	Chart	Images	Clip art	Line	A
18	_____ is available only in Powerpoint.	Slide Show	Window	View	Format	A
19	_____ click screen clipping to insert picture of any part of the screen	Screenshot	View	File	Copy	A
20	_____ is extension for Presentation in Office 2019	.docx	.pptx	.accdb	.prst	B
21	Forwarding Email means sending _____	Received email	Delete email	Composed Email	None of Above	A
22	Fourth Generation computers were used in period_____	1940 To 1956	1956 To 1963	1963 To 1971	1971 To 1990	D
23	From _____ We can recover E-Mail, those are deleted from inbox.	Outbox	Drafts	Trash	Spams	C
24	From the following output device _____ is used to listen audio.	Speakers	Monitor	Modem	Printer	A
25	From the following which one has high storage capacity.	Hard Disk	CD	DVD-ROM	Floppy	A