

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JULY 2026 EXAM BATCH - 503

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Ctrl + c = _____	Cut selected items	Copy selected items	paste Selected Items	Undo an action	B
2	Ctrl + N means _____	Open a File	Copy a file	Print a file	New File	D
3	Ctrl + O means _____	Open a File	Copy a file	Print a file	New File	A
4	Ctrl + P is used for _____	Open a File	Copy a file	Print a file	New File	C
5	Ctrl + x = _____	Cut selected items	Copy selected items	paste Selected Items	Undo an action	A
6	After clicking with mouse on top area of column in table ____ Will get selected.	Row	Column	Cell	Table	B
7	After double clicking on Header and Footer we can edit it.	true	false			A
8	After double clicking on selection area on the left bottom corner of cell, entire _____ will get selected.	Row	Column	Cell	Table	A
9	After inserting a picture in document, they have _____ resize handles.	6	8	12	10	B
10	After saving the document we can not change the data?	True	FALSE			B
11	If we merge two cells containing data in them in MS Excel 2019 , which data is kept in merged cell?	we can not merge cells in MS Excel 2019	right most cell data	nothing is kept in merge cell	upper left most data	D
12	If we use multiple IF functions in one into another, it is called as _____	Clear rules form selected cells	Clear Rules from Entire Sheet	Both	None of these	B
13	If we want to delete any scenario, we use _____ option.	Remove	Close	Delete	Format	C

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14	If we wish to copy the formula to adjacent cells or cells just below, we can copy it by dragging _____ in MS-Excel.	VLOOKUP	HLOOKUP	DATEDIF	FILL HANDLE	D
15	If we wish to do some operation _____ on a particular table, then subtotals facility of MS-Excel is used.	individually	group wise	randomly	evenly	B
16	Data consisting of text and numbers are best represented using ____ slide.	Table slide	Title slide	Comparison slide	None of these	A
17	Data consisting of title some text can be presented in _____ slide.	Title only	Title & content	Two content	Table	B
18	Design and Layout Theme are given to the slides according to Template selected.	TRUE	FALSE			A
19	Design/ Transition/ Animations/ Slide show tabs are available in _____	MS-Word	MS-Excel	MS-PowerPoint	MS-Access	C
20	In multi media musical instruments can be attached to _____ port of the computer.	MIDI	USB	LAN	None of these	A
21	Internet is the _____ in the world.	Smallest Network	Largest Network	Local Network	All of above	B
22	Internet is used for _____	Online Admission	Online Shopping	Communication	All of Above	D
23	Internet was first introduced by _____	vsnl	bsnl	airtel	vodafone	A
24	Internet was first introduced on _____	1 January 2000	15 August 2000	14 August 1995	26 January 1995	C
25	IP stands for _____	Indian Protocol	Internet Protocol	Indic Protocol	None of Above	B