

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JULY 2026 EXAM BATCH - 504

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Ctrl + y = _____	Open a File	Copy a file	Cut a file	Redo an action	D
2	Ctrl + z = _____	Open a File	Copy a file	Cut a file	Undo an action	D
3	Current Position of Mouse is indicated by _____.	Pointer	Cursor	Both A and B	None of Above	A
4	Currently visited website we can open by clicking _____	Backward Arrow Button	Exit Button	Next Button	Search Button	A
5	Cyber Law exist in our country.	TRUE	FALSE			A
6	After using Undo Command to redo the action _____ Command used.	Ctrl +Y	Ctrl +Z	Ctrl+A	Drop-Left	A
7	Arial, Arial Black are the examples of _____	Word Art	Fonts	Font Styles	Indents	B
8	Arranged data in ascending and descending order is called as _____	Arranging	Managing	Sorting	Formatting	C
9	Autocorrect is used for checking spelling and grammar	True	False			B
10	AutoCorrect was originally designed to replace _____ words as you type.	macros	template	mail merge	None of these	D
11	If we wish to do some operation group wise on a particular table, then _____ facility of MS-Excel is used.	Merge	Filter	Sort	Subtotals	D
12	If you delete content of cells using delete key then _____	only format is deleted	The content deleted	both get deleted	None of these	B
13	If you press _____ the cell accepts your typing as its contents.	Space Bar	ESC	Enter	Backspace	C

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14	If you use the Custom Series Option, you can create a series of data that you want in the series of months or series.	true	false			A
15	If _____ Key is pressed the cell pointer moves to the first cell of the current row.	page up	Home	Page down	End	B
16	In multi media the height of the alphabates is measured in _____	pixels	points	Hertz	Bytes	B
17	DPI means Dot per Square Inch.	TRUE	FALSE			A
18	Draft view is ----- available in PowerPoint	not	available	Both A and B	None of Above	A
19	DTP Stand For -----	Desk Top Page	Desk Top Publishing	Desk Top Public	Disc Top Publication	B
20	Each character is to be look differently is done with _____	Font	Text	size	None of these	A
21	Is it possible to delete E-Mail, by clicking on compose button?	It's not possible	It is possible	Sometimes its possible	None of these	A
22	Is it possible to forward email, by clicking on compose button?	It is possible	It's not possible	Sometimes its possible	None of above	B
23	Is it possible to forward email, by clicking on forward button?	It is possible	It's not possible	Sometimes its possible	None of above	A
24	Is it possible to forward email, by clicking on reply button?	It is possible	It's not possible	Sometimes its possible	None of above	B
25	Is it possible to reply to email, by clicking on compose button?	It is possible	It's not possible	Sometimes its possible	None of above	B