

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JULY 2026 EXAM BATCH - 802

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	HDD can contains multiple data disks	TRUE	FALSE			A
2	HDD is _____ Memory	Primary	Secondary	Tertiary	None of Above	B
3	HDTV Size is measured _____	Height	Width	Diagonally	None of above	C
4	How many types of spams are there?	1	6	2	5	C
5	How to open Internet?	double click on My computer	double click on Any browser	double click on start menu	double click on player	B
6	If we ____ on the file name appearing in Recent will be opened on the screen	click	move	insert	delete	A
7	If we want to add fraction _____ option is used	Symbol	Equation	Insert	Home	B
8	If we want to apply different shapes, designs to the text, we can use _____ Feature in MS-Word 2019.	Insert	Shape	ClipArt	WordArt	D
9	If we want to apply different styles ,shapes and design of text we can use _____ feature	Style	Wordart	Formatting	Text	B
10	If we want to make some modifications in the previously created Recipients' address list, we can use option in Mailing Tab.	New List	Use Existing List	Edit Recipient List	Select Recipients	C
11	In MS-Excel, Filter command _____ the records NOT satisfying a condition.	Display	Wrap	Hide	Delete	C
12	In MS-Excel, Filter command has two types, _____ Filter and Advance Filter.	Division	Merge	Wrap	Auto	D
13	In MS-Excel, Filter command has two types, Auto Filter and _____	Advance Filter	Merge Filter	Wrap Filter	Compound Filter	A

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
14	In MS-Excel, Filter command is used to _____ the records satisfying criteria in condition only.	Display	Merge	Wrap	Center	A
15	In MS-Excel, grouped rows or columns can be ungrouped by using _____ option.	Ungroup	Unbound	Cancel Group	Delete	A
16	In PowerPoint design of the text can be changed by applying _____ command.	Underline	Bold	Font	Font size	C
17	In PowerPoint different views is inside _____ group in View tab	Alignment	Font	Presentation Views	Page setup	C
18	In PowerPoint file of 10 slides, you are currently on 5th slide and you want to start presentation from same slide, _____ option to be used.	From Beginning	From Current Slide	Broadcast Slide Show	Custom Slide Show	B
19	In Which Ribbon, we can create the charts	View	Insert	Reference	Page Layout	B
20	Interleaving the audio and video Segments of a video clip together in data file is _____	Flare	Helical Scan	Hot Spots	Flattening	D
21	Shut down' option is present under the _____	Start	Title bar	Status bar	Desktop	A
22	Signature is text which is automatically inserted _____ of every email.	At the top	At the bottom	At the middle	None of above	B
23	Software such as internet explorer and Firefox, are referred as _____	Spreadsheet	Browser	Document Viewer	Clipboard	B
24	Software which prevents external access to a system is called _____	Router	Fire wall	Gateway	Virus Cheker	B
25	Spam is location where all the unwanted mails are presents	TRUE	FALSE			A