

**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     | Audio / Sound data can be input through ..... device.                                       | Mouse                     | Microphone                 | Hard Disk                    | Microprocesso<br>r         | B                |
| 2     | Maximum data storing capacity of DVD is .....                                               | 4.7 GB                    | 10 GB                      | 1 GB                         | 700 MB                     | A                |
| 3     | Internet can be used for online Shopping.                                                   | TRUE                      | FALSE                      |                              |                            | A                |
| 4     | Input and Output device perform same task.                                                  | TRUE                      | FALSE                      |                              |                            | B                |
| 5     | File storage on ..... cannot be erased or modified.                                         | CD-RW                     | DVD-RW                     | DVD-ROM                      | None of these              | C                |
| 6     | Callouts buttons are in the .....<br>Option of Insert Tab.                                  | Standard                  | Formatting                 | Status                       | Shapes                     | D                |
| 7     | After clicking with mouse on top area of column in table, ..... Will get selected.          | Cell                      | Column                     | Table                        | Row                        | B                |
| 8     | For Mail merge database list is to be inserted                                              | TRUE                      | FALSE                      |                              |                            | A                |
| 9     | We insert bookmark in ms-word                                                               | TRUE                      | FALSE                      |                              |                            | A                |
| 10    | ..... from this button we can open and save file                                            | Main                      | File                       | Formula                      | View                       | B                |
| 11    | Which option is used to see data in rows based on the specific condition in MS Excel 2010 ? | filter                    | sort                       | sieve                        | forms                      | A                |
| 12    | Which keyboard shortcut is used to check spellings in MS Excel 2010?                        | F2                        | F8                         | F9                           | F7                         | D                |
| 13    | Which options are available under border in font group of home tab?                         | No Border                 | All Border                 | Outside Border               | All of these               | D                |
| 14    | SmartArt Insert From .....                                                                  | Insert=>Illust<br>rations | Insert=>View<br>=>SmartArt | Insert=>Symb<br>ol=>SmartArt | Insert=>Page=<br>>SmartArt | A                |

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|-------|--------------------------------------------------------------------|------------------------|----------------------|-------------------------|---------------|------------------|
| 15    | We can change header and footer by .....                           | Insert Tab             | Home Tab             | View Tab                | Data Tab      | A                |
| 16    | In PowerPoint, to add sound in the slide ..... option is used.     | Transition-preview     | Transition-Timing    | Transition-sound        | None of these | C                |
| 17    | In PowerPoint, Which option is used to add chart?                  | Insert- charts         | Insert-text          | Insert-illustration     | Insert-Images | C                |
| 18    | Exiting and ..... in PowerPoint are same                           | Alt + F2               | Ctrl + F4            | Alt + F4                | Shift + F4    | C                |
| 19    | To save presentation with different name ..... command is used     | Save                   | Save As              | Save Different          | None of these | B                |
| 20    | In PowerPoint, arc is drawn by using .....                         | Home tab-styles option | Home tab-View option | Home tab-Drawing option | None of these | C                |
| 21    | You can create more than one E-Mail account with same E-Mail id.   | TRUE                   | FALSE                |                         |               | B                |
| 22    | ..... Folder shows the sent Emails from Email account.             | Inbox                  | Outbox               | Sent Mail               | Trash         | C                |
| 23    | ..... can effect the boot sector of the computer.                  | Boot sector Virus      | File Virus           | Antivirus               | Memory        | A                |
| 24    | ..... is a set of program to detect virus in an Antivirus Program. | DVD                    | Virus Scan           | CD                      | Hard Disk     | B                |
| 25    | ..... Is required To use Internet on computer                      | Web Server             | Web Site             | Electrical Connection   | None of these | D                |