

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JULY 2026 EXAM BATCH - 101

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Google Docs is developed by which company?	Microsoft	Google	Apple	Amazon	B
2	Which menu allows you to insert a table in Google Docs?	Insert	Format	Tools	File	A
3	Shortcut for italic text in Google Docs?	Ctrl + B	Ctrl + I	Ctrl + U	Ctrl + Shift + I	B
4	Default file extension when exporting Google Docs to Word?	.pdf	.txt	.docx	.pptx	C
5	What is the full form of LDAP?	(a) Light Weight Directory Access Provider	(b) Light Weight Directory Access Protocol	(c) Light Weight Directory Access Program	(d) Light Weight Directory Access Protection	B
6	Under information security, any device having _____ is classified as a computing device.	(a) processor	(b) memory	(c) both a & b	(d) neither a nor b	C
7	What is the use of IP source routing:	a. Mapping the network drive	b. Troubleshooting	c. Performance	d. All of above	D
8	Which is the IP source routing method:	a. SSR	b. LSR	c. LLR	d. Both a and b	D
9	What is the full form of MS Word?	Microsoft Word	Macro Soft Word	Mini Software Word	Main System Word	A
10	What is the full form of MS Office?	Main System Office	Multi Software Office	Microsoft Office	Mega Suite Office	C
11	Which company created MS Word?	Apple	IBM	Google	Microsoft	D
12	When was MS Word first released?	1983	1990	1995	2000	B
13	Which calendar permission allows others to edit your events?	Reviewer	Author	Editor	Delegate	C
14	Which Outlook feature allows conditional formatting in calendar views?	Calendar Formatting	Conditional Formatting	Custom Styles	View Settings	C

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15	Which Outlook feature allows creating custom categories with colors?	Categories	Labels	Tags	Flags	A
16	Which Outlook feature allows creating custom Quick Parts for reuse?	Quick Parts	Templates	Drafts	Snippets	A
17	Default file extension of PowerPoint 2016+	.ppt	.pptx	.pps	.pot	B
18	View used to arrange slides	Normal	Slide Sorter	Outline	Reading	B
19	Shortcut to start slideshow	F2	F5	Ctrl+S	Shift+F5	B
20	Feature for motion effects	Transition	Animation	Design	Layout	B
21	Tab to insert charts/tables	Home	Insert	Design	Review	B
22	What is the full form of MS Excel?	Microsoft Excel	Macro Soft Excel	Main System Excel	Managed Sheet Excel	A
23	MS Excel is mainly used for what?	Calculations and data analysis	Playing music	Graphic designing	Video editing	B
24	Which company created MS Excel?	Microsoft	Google	Apple	IBM	C
25	When was MS Excel first released?	1985	1990	1995	2000	A