

MAHARASHTRA STATE COUNCIL OF EXAMINATION,PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JULY 2026 EXAM BATCH - 102

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Which feature lets multiple users edit simultaneously?	Offline Mode	Track Changes	Real-time Collaboration	Spell Check	C
2	Where can you check spelling and grammar in Google Docs?	Tools	Insert	Format	View	A
3	Shortcut for underline text in Google Docs?	Ctrl + I	Ctrl + U	Ctrl + B	Ctrl + Shift + U	B
4	Which option allows you to download Google Docs as PDF?	File ↑ Download	Tools ↑ Export	Insert ↑ PDF	Format ↑ Save As	A
5	In a TCP header source and destination header contains:	a. 8 Bits	b. 16 Bits	c. 32 Bits	d. 128 Bits	C
6	Which is the false statement:	a. TCP enable dataflow for monitoring	b. It avoid network saturation	c. TCP makes communication between server and client.	d. In TCP/IP model Internet layer is closest to the user.	D
7	RDP server runs on:	a. Computers	b. Switches	c. Routers	d. Servers	C
8	Which service provide 3D view of earth:	a. Google Earth	b. Wikipedia	c. Skype	d. None of these	A
9	MS Word is mainly used for what?	Playing games	Browsing internet	Creating documents	Editing videos	C
10	Which feature checks spelling mistakes?	Spell Check	AutoComplete	Track Changes	AutoSave	A
11	Which tool is used to track document changes?	Review Pane	Compare Tool	Editor Tool	Track Changes	D
12	Which feature is used for combining letters with data?	Mail Merge	Letter Join	Data Merge	Field Connect	B
13	Which Outlook feature allows creating custom rules for attachments?	Attachment Rules	File Rules	Mail Rules	Transport Rules	A
14	Which Outlook feature allows creating custom rules for categories?	Category Rules	Label Rules	Tag Rules	Flag Rules	A
15	Which Outlook feature allows creating custom rules for contacts?	Contact Rules	People Rules	Address Rules	Contact Options	A

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
16	Which Outlook feature allows creating custom rules for distribution lists?	Distribution Rules	Group Rules	List Rules	Contact Rules	A
17	Apply consistent look across slides	Slide Master	Themes	Layouts	Background	A
18	Not a valid PowerPoint view	Normal	Slide Sorter	Draft	Reading	C
19	Shortcut to duplicate a slide	Ctrl+D	Ctrl+C	Ctrl+Shift+D	Alt+D	A
20	File type for slideshow only	.pptx	.ppsx	.potx	.pdf	B
21	Presenter View shows	Notes	Animations	Themes	Layouts	A
22	Which function is used to add numbers?	SUM	ADD	TOTAL	PLUS	D
23	In MS Excel, which option is used to apply filters?	Apply Filters Tool	Apply Filters Option	Apply Filters Command	Apply Filters Feature	C
24	In MS Excel, which option is used to create formulas?	Create Formulas Tool	Create Formulas Option	Create Formulas Command	Create Formulas Feature	B
25	In MS Excel, which option is used to apply data validation?	Apply Data Validation Tool	Apply Data Validation Option	Apply Data Validation Command	Apply Data Validation Feature	B