

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JULY 2026 EXAM BATCH - 103

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	What is the maximum number of collaborators allowed in Google Docs?	10	50	100	Unlimited	D
2	Which menu contains Page Setup ?	File	Insert	Tools	Format	A
3	Which feature shows document changes over time?	Version History	Track Changes	Activity Log	Document Timeline	A
4	Shortcut for copy in Google Docs?	Ctrl + C	Ctrl + V	Ctrl + X	Ctrl + Shift + C	A
5	WWW uses : : : : : protocol.	a. FTP	b. HTTP	c. WBC	d. MTP	B
6	Website is a collection of : : :	a. HTML documents	b. Graphic files	c. Lock key	d. All of these	A
7	For document exchange on network which of the following is not necessary?	a. Floppy	b. Telephone line	c. Connector	d. Satellite	A
8	Under information security, CIA stands for ____.	(a) Criminal Investigation Agency	(b) Confidentiality, Integrity, Availability	(c) Cost Information Agency	(d) Credit Integrity Assessment	B
9	In MS Word, what is used to apply themes?	Apply Themes Tool	Apply Themes Option	Apply Themes Menu	Apply Themes Feature	A
10	Which option helps you to change line spacing in MS Word?	Change Line Spacing Tool	Change Line Spacing Option	Change Line Spacing Menu	Change Line Spacing Feature	A
11	Which option helps you to insert shapes in MS Word?	Insert Shapes Menu	Insert Shapes Option	Insert Shapes Tool	Insert Shapes Feature	C
12	Which tool is used to compare documents?	Compare Documents Tool	Compare Documents Option	Compare Documents Menu	Compare Documents Feature	D
13	Which Outlook feature allows creating custom rules for flagged tasks?	Task Rules	Flag Rules	Reminder Rules	Alert Rules	A
14	Which Outlook feature allows creating custom rules for meeting responses?	Response Rules	Meeting Rules	Calendar Rules	Invite Rules	A

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
15	Which Outlook feature allows creating custom rules for RSS feeds?	RSS Rules	Feed Rules	Subscription Rules	Internet Rules	A
16	Which Outlook feature allows creating custom rules for signatures?	Signature Rules	Signature Options	Signature Defaults	Signature Manager	A
17	Transition applies to	Text	Objects	Whole slide	Notes	C
18	SmartArt is used for	Charts	Diagrams	Animations	Tables	B
19	Shortcut to end slideshow	Esc	F1	Ctrl+E	Alt+S	A
20	Notes Pane is used for	Animations	Speaker notes	Slide order	Background	B
21	Shortcut to save presentation	Ctrl+S	Ctrl+Shift+S	Alt+S	F12	A
22	In MS Excel, which option is used to use Goal Seek?	Use Goal Seek Tool	Use Goal Seek Option	Use Goal Seek Command	Use Goal Seek Feature	D
23	In MS Excel, which option is used to remove duplicates?	Remove Duplicates Tool	Remove Duplicates Option	Remove Duplicates Command	Remove Duplicates Feature	B
24	In MS Excel, which option is used to use HLOOKUP?	Use Hlookup Tool	Use Hlookup Option	Use Hlookup Command	Use Hlookup Feature	A
25	In MS Excel, which option is used to calculate percentages?	Calculate Percentages Tool	Calculate Percentages Option	Calculate Percentages Command	Calculate Percentages Feature	D