

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JULY 2026 EXAM BATCH - 104

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Which menu lets you change line spacing?	Format	Tools	Insert	File	A
2	To insert a hyperlink, which shortcut is used?	Ctrl + H	Ctrl + K	Ctrl + L	Ctrl + Shift + K	B
3	Which option allows offline editing in Google Docs?	File ↑ Make Available Offline	Tools ↑ Offline	Insert ↑ Offline	Format ↑ Offline	A
4	Which menu contains : Word Count : ?	Tools	Format	File	Insert	A
5	Script files sent mostly through email attachment to attack host computer are called _____.	(a) Worms	(b) Phishing attacks	(c) Trojans	(d) Computer Viruses	A
6	Attacking the victims through fake URL resembling that of a valid financial Institution is called _____.	(a) Worms	(b) Phishing attack	(c) Trojans	(d) Computer Viruses	B
7	Getting the user ID and password from a victim through a dubious program is called _____ attack.	(a) Worms	(b) Phishing attack	(c) Trojan	(d) Computer Viruses	C
8	A malicious program spreading through Internet and storage media and attacking the data in a victim's computer is called _____.	(a) Worms	(b) Phishing attack	(c) Trojan	(d) Computer Virus	D
9	What feature allows you to insert hyperlinks?	Insert Hyperlinks Tool	Insert Hyperlinks Option	Insert Hyperlinks Menu	Insert Hyperlinks Feature	C
10	Which tool is used to insert shapes?	Insert Shapes Tool	Insert Shapes Menu	Insert Shapes Option	Insert Shapes Feature	B
11	What feature allows you to apply themes?	Apply Themes Tool	Apply Themes Option	Apply Themes Menu	Apply Themes Feature	D
12	Which tool is used to insert images?	Insert Images Tool	Insert Images Option	Insert Images Menu	Insert Images Feature	A

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
13	Which Outlook feature allows creating custom search folders for flagged mail?	Search Folder	Custom View	Smart Filter	Mail Rule	A
14	Which Outlook feature allows creating custom templates for meeting requests?	Meeting Templates	Calendar Options	Request Templates	Invite Styles	A
15	Which Outlook feature allows creating custom voting buttons?	Voting Options	Polls	Feedback Tool	Survey	A
16	Which Outlook feature allows creating recurring appointments with exceptions?	Appointment Recurrence	Repeat Appointment	Series Appointment	Appointment Exception	C
17	Rehearse Timings feature is for	Animations	Slide timings	Notes	Layouts	B
18	Hyperlink can link to	Slide	File	Web page	All of these	D
19	Default orientation	Portrait	Landscape	Square	Custom	B
20	Shortcut to print	Ctrl+P	Ctrl+Shift+P	Alt+P	F9	A
21	Ribbon contains	Tabs	Groups	Commands	All of these	D
22	In MS Excel, which option is used to format cells?	Format Cells Tool	Format Cells Option	Format Cells Command	Format Cells Feature	A
23	In MS Excel, which option is used to use Flash Fill?	Use Flash Fill Tool	Use Flash Fill Option	Use Flash Fill Command	Use Flash Fill Feature	A
24	In MS Excel, which option is used to group data?	Group Data Tool	Group Data Option	Group Data Command	Group Data Feature	B
25	In MS Excel, which option is used to use COUNTIF?	Use Countif Tool	Use Countif Option	Use Countif Command	Use Countif Feature	B