

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JANUARY 2026 EXAM BATCH - 201

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	.Avi is extension of _____ file.	Image	Audio	Audio Video	None Of Above	C
2	.bmp is ----- file extension.	MS-paint	Photoshop	Coral draw	PageMaker	A
3	A folder is also called as Directory	TRUE	FALSE			A
4	.Bmp is extension of _____ file.	Bitmap	Executable	Wordpad	None Of Above	A
5	.Docx is _____ file extension.	Notepad	Word 2003	Word 2007 to 2019	Word 97	C
6	: : : : : : : : : : is not valid version of MS Office	Office XP	Office Vista	Office 2007	None of above	B
7	In MS Word, Ctrl+S is for _____	Scenarios	Size	Save	Spelling Check	C
8	In MS-Word 2019 _____ Is not a alignment.	Left	Right	Bottom	Justify	C
9	we can select page border style using option in _____ tab in MS Word 2019 .	page border tab	page layout tab	Border Tab	alignment tab	B
10	you want to cut some matter to move another place : : : used.	cut	close	delete	up	A
11	_____ options are available under freeze panes in view tab?	freeze panes	freeze top row	freeze first column	All of these	D
12	_____ Can be used for different mathematical calculations in Excel.	Autofill	Text	Mid	Formula	D
13	_____ Types of orientation are available in Ms-Excel	3	2	4	5	B
14	_____ application is most suited for a bar chart	Word Processor	Database	DOS	Spreadsheet	D
15	_____ Bar is given at the top side of 'Opening screen' in Excel	Status	Title	Access	Tool	B
16	.pptx is the extension of _____	Excel	Access	PowerPoint	Word	C

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
17	_____ view is used to adjust or arrange the matter in the slide.	Slide	Slide Show	Outline	Slide Sorter	C
18	_____ are Transitions available in MS - Powerpoint	Fade	Push	Wipe	All of these	D
19	_____ option is used to see slide show at some particular time interval.	Time	Rehearse Time	Automatic	Watch	B
20	_____ view is useful to create a slide	Outline	Normal	Print Layout	None of these	B
21	_____ is Search Engine.	World Wide Web	HTTP	HTML	Gopher	D
22	_____ key is used to see all the list of Internet Addresses.	F1	F2	F3	F4	D
23	_____ Option is used to store incomplete or temporary message in E-Mail.	Draft	Inbox	Sent Box	None of above	A
24	_____ is a worldwide system of network.	LAN	Internet	Bluetooth	Infrared	B
25	_____ Is an application software.	Internet Explorer	Interpreter	Complier	Hyperlink	A