

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JANUARY 2026 EXAM BATCH - 204

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ is example of programming language	MS-Word	C++	Paint	Notepad	B
2	_____ indicates signal is off	0	1	Off	Switch	A
3	_____ is extension of Notepad file.	.docx	.xlsx	.pptx	.txt	D
4	_____ is storage device	Mouse	Pen Drive	Scanner	Keyboard	B
5	_____ Keys are combination keys	Ctrl	Alt	Shift	All of these	D
6	_____ is used for to refresh the active window	F5	F6	F1	F2	A
7	_____ is used to cancel the changes	ESC	delete	next	None of these	A
8	_____ of the following is not valid version of MS Office?	Office 2003	Office Vista	Office 2019	Office 2007	B
9	_____ option copies the selected text in MS Word 2019	paste	selected	copy	format	C
10	_____ tab is used to insert the shapes into the document.	Insert	Tools	File	Design	A
11	_____ means set of different formatting effects.	Style	Font Size	Font Group	Font	A
12	_____ option helps us to fit more of the data on lesser number of the pages	Print Titles	Scale to Fit	Break	Print Area	B
13	_____ Option is available only in MS_EXCEL Window.	Status Bar	Formula Bar	Menu bar	Title Bar	B
14	_____ option is used to get 1,2,3,4 Numbers in Sr.No. Column.	Autofill	MIN	Average	Today	A
15	_____ Types of orientation are available in Ms-Excel	3	2	4	5	B

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16	_____ is available only in Powerpoint.	Slide Show	Window	View	Format	A
17	_____ is extension for Presentation in Office 2019	.docx	.pptx	.accdb	.prst	B
18	_____ is used to create best presentation.	MS Word	Excel worksheet	Notepad	Powerpoint	D
19	_____ is used to create business presentations	MS Word	MS Excel	MS PowerPoint	MS Presenter	C
20	_____ view is not available in PowerPoint	Normal	Web Layout	Reading View	None of these	B
21	_____ were used in second generation computers.	Vacuum Tubes	Transistors	Integrated Circuits	Microprocessors	B
22	_____ were used in third generation computers.	Vacuum Tubes	Transistors	Integrated Circuits	Microprocessors	C
23	_____ Cables are more safe than coaxial cables	Twisted Pair	Fiber-Optic	Shield Twisted Pair	None of these	B
24	_____ E-Mails are shown in trash menu.	Sent	Inbox	Delete	Draft	C
25	_____ Is a collection of files and subfolders.	Data	Group	Set	Folder	D