MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JANUARY 2026 EXAM BATCH - 601

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Alphanumeric keys contains - _____	Letter	Numbers	Letter & Numbers	Letters, Numbers & Special Characters	D
2	Alt & Ctrl keys are _____	Function keys	Option Keys	Combination Keys	All of these	C
3	Alt + F4 can be used for ------------	Open a File	Open Program	Close active Item or Active file	None of above	C
4	Alu means _____	Automatic Logic Unit	Arithmatic Long Unit	Arithmatic And Logical Unit	None of these	C
5	ALU stands for Arithmetic & Logic Unit	TRUE	FALSE			A
6	A selected text that is raised above the baseline is known as_____	Raised	Outlined	Capscript	Superscript	D
7	A smallest item of information about a record is_____	Row	Column	Field	None of these	C
8	A thick border around the active cell is called____	Cell pointer	selection	Border	Outline	A
9	After clicking on Header and Footer we can edit it.	TRUE	FALSE			A
10	After Clicking on Header and Footer we can't edit it.	TRUE	FALSE			B
11	Grids has vertical and horizontal lines	TRUE	FALSE			A
12	Grids on worksheet in MS Excel 2019 are ___	vertical and horizontal lines	images	graphs	None of these	A
13	Group of selected cell is called as_____	Cell Range	Row	Column Width	Table	A
14	Hard Copy is the ⋮ ⋮ ⋮	soft copy	Printed Version of worksheet	Both A & B	None of the above	B
15	Header and Footer is Used to print common text on each page.	TRUE	FALSE			A

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
16	For getting Microsoft PowerPoint Help one can use shortcut key ----------	F1	F2	F3	F4	A
17	For rehearsal of presentation _____ command can be used	Slide Show	Custom Slide Show	Rehearse Timing	All of these	C
18	For running slide show we can use the shortcut key ---------------	F4	F6	F5	F7	C
19	Format Painter command is available in _____ group in PowerPoint	Clipboard	Slides	Font	Paragraph	A
20	Frequently used commands like New, Save, Undo, Redo etc. are present on Quick Access Toolbar.	true	false			A
21	⋮ ⋮ ⋮ ⋮ ⋮.. Unit controls all parts of a computer.	Input	Output	Control	Memory	C
22	⋮ ⋮ ⋮ ⋮ ⋮..means set of instructions given to the computer.	software	Hardware	Program	Process	C
23	⋮ ⋮ ⋮ ⋮ ⋮..means unprocessed information.	Set	Data	Collection	Program	B
24	⋮ ⋮ ⋮ ⋮ ⋮.files can not be edited.	PDF	MS-Word	MS-Excel	MS-PowerPoint	A
25	⋮ ⋮ ⋮ ⋮ ⋮ ⋮is NOT an example of Operating system	Windows 10	DOS	Unix	Norton	D