

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
PROVISIONAL ANSWER KEY GCC - TBC JANUARY 2026 EXAM BATCH - 301

| Sr.No | Question | Option A | Option B | Option C | Option D | Provisional Ans. |
|-------|--|-----------------|---------------|----------------------|--------------|------------------|
| 1 | _____ is used for projection on screen on large wall | Printer | Monitor | Projector | HDTV | C |
| 2 | _____ is used in banks for cheque number printing | Voice | Light | MICR | Bar Code | C |
| 3 | _____ keys are called Toggle keys | Scroll Lock | Num Lock | Shift | Both A and B | D |
| 4 | _____ Keys are combination keys | Ctrl | Alt | Shift | All of these | D |
| 5 | _____ Keys are NOT combination keys | Ctrl | Tab | Alt | Shift | B |
| 6 | _____ means set of data | File | Computer | Instruction | Command | A |
| 7 | _____ option is used to delete the rows and columns | Table | Delete | Backspace | Remove | B |
| 8 | _____ tab contain page setup, page background, Themes, Paragraph and arrage. | Page Layout | Page | Data | Review | A |
| 9 | _____ used to search the specific letter or word from the document | Find | Search | View | Show | A |
| 10 | _____ Can be used to set margins and indents in Document. | Status area | Ruler line | Status bar | Title Bar | B |
| 11 | _____ is used to give better effect to numerical data in MS-Excel. | Wrap Text | Merge | Chart | Filter | C |
| 12 | _____ means such column of table in which Lookup value is to be searched. | Lookup value | Lookup Cell | LookUp Vector Column | Lookup Range | C |
| 13 | _____ option is used for applying sum, average, count, etc. on the data from different Excel sheets. | Data Conversion | Data Updation | Data Consolidation | Data Entry | C |
| 14 | _____ option is used to step by step evaluate and analyze formula in MS-Excel. | Formula | Check Formula | Evaluate Formula | Find Formula | C |

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|-------|---|--------------|-------------------|----------------|---------------|------------------|
| 15 | _____ option shows formula in MS-Excel. | Show Formula | Show Cell Formula | Show from | Formula view | A |
| 16 | _____ view is not available in PowerPoint | Normal | Web Layout | Reading View | None of these | B |
| 17 | _____ are transitions available in PowerPoint | Fade | Push | Wipe | All of these | D |
| 18 | _____ inserts current date and/or time to the current presentation. | Current Date | Current Time | Date & Time | None of these | C |
| 19 | _____ is a video file type. | .mp4 | .txt | .png | .mp3 | A |
| 20 | _____ is a tag used in HTML to insert Multimedia Object. | <input> | <head> | <Object> | <html> | C |
| 21 | _____ are parts of email | to | subject | body | All of Above | D |
| 22 | _____ corrupts the file. | Antivirus | Screen Saver | Virus | Memory | C |
| 23 | _____ is a input device used in computer games or navigation system. | Joystick | Voice Input | Keyboard | Monitor | A |
| 24 | _____ is a light sensitive input device. | Keyboard | Light Pen | Monitor | Voice Input | B |
| 25 | _____ is a part of operating system that lets the user communicate with the computer. | Hard Disk | DVD | User Interface | Memory | C |