

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC JANUARY 2026 EXAM BATCH - 101**

| Sr.No | Question   | Option A                               | Option B                               | Option C                              | Option D                                 | Provisional Ans. |
|-------|--|--|--|---------------------------------------|--|------------------|
| 1     | What is the full form of LDAP?   | Light Weight Directory Access Provider | Light Weight Directory Access Protocol | Light Weight Directory Access Program | Light Weight Directory Access Protection | B                |
| 2     | Under information security, any device having _____ is classified as a computing device. | processor                              | memory                                 | both a & b                            | neither a nor b                          | C                |
| 3     | What is the use of IP source routing:  | Mapping the network drive              | Troubleshooting                        | Performance                           | All of above                             | D                |
| 4     | Which is the IP source routing method:   | SSR                                    | LSR                                    | LLR                                   | Both a and b                             | D                |
| 5     | How can a user set margins in MS Word?   | Set Margins Tool                       | Set Margins Option                     | Set Margins Menu                      | Set Margins Feature                      | C                |
| 6     | How can a user add comments in MS Word?  | Add Comments Menu                      | Add Comments Option                    | Add Comments Tool                     | Add Comments Feature                     | C                |
| 7     | How can a user add footers in MS Word?   | Add Footers Tool                       | Add Footers Option                     | Add Footers Menu                      | Add Footers Feature                      | A                |
| 8     | How can a user add headers in MS Word?   | Add Headers Tool                       | Add Headers Option                     | Add Headers Menu                      | Add Headers Feature                      | B                |
| 9     | Which feature allows restricting input to a dropdown list?                               | Data Validation                        | Conditional Formatting                 | Form Controls                         | Protect Sheet                            | A                |
| 10    | Which feature allows combining multiple ranges into one PivotTable?                      | Consolidate                            | Group                                  | Merge                                 | Power Pivot                              | A                |
| 11    | Which function returns the serial number of the current date?                            | TODAY()                                | NOW()                                  | DATE()                                | TIME()                                   | A                |
| 12    | Which tool allows importing data from external sources like SQL?                         | Power Query                            | Data Validation                        | Solver                                | Scenario Manager                         | A                |
| 13    | Which calendar permission allows others to edit your events?                             | Reviewer                               | Author                                 | Editor                                | Delegate                                 | C                |
| 14    | Which Outlook feature allows conditional formatting in calendar views?                   | Calendar Formatting                    | Conditional Formatting                 | Custom Styles                         | View Settings                            | C                |

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|-------|--|-------------|--------------|------------------|------------------|------------------|
| 15    | Which Outlook feature allows creating custom categories with colors? | Categories  | Labels       | Tags             | Flags            | A                |
| 16    | Which Outlook feature allows creating custom Quick Parts for reuse?  | Quick Parts | Templates    | Drafts           | Snippets         | A                |
| 17    | Default file extension when exporting Google Docs to Word?           | .pdf        | .txt         | .docx            | .pptx            | C                |
| 18    | Google Docs is developed by which company?                           | Microsoft   | Google       | Apple            | Amazon           | B                |
| 19    | Shortcut for bold text in Google Docs?                               | Ctrl + B    | Ctrl + I     | Ctrl + U         | Ctrl + Shift + B | A                |
| 20    | Shortcut for clearing formatting?                                    | Ctrl + \    | Ctrl + /     | Ctrl + Shift + \ | Ctrl + Alt + \   | C                |
| 21    | Default file extension of PowerPoint 2016+                           | .ppt        | .pptx        | .pps             | .pot             | B                |
| 22    | View used to arrange slides  | Normal      | Slide Sorter | Outline          | Reading          | B                |
| 23    | Shortcut to start slideshow  | F2          | F5           | Ctrl+S           | Shift+F5         | B                |
| 24    | Feature for motion effects   | Transition  | Animation    | Design           | Layout           | B                |
| 25    | Tab to insert charts/tables  | Home        | Insert       | Design           | Review           | B                |