

**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	Troubleshoot ing	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

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
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