

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**  
**OBJECTIVE QUESTION**  
**PROVISIONAL ANSWER KEY GCC - TBC JANUARY 2026 EXAM BATCH - 104**

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Script files sent mostly through email attachment to attack host computer are called _____.	Worms	Phishing attacks	Trojans	Computer Viruses	A
2	Attacking the victims through fake URL resembling that of a valid financial Institution is called _____.	Worms	Phishing attack	Trojans	Computer Viruses	B
3	Getting the user ID and password from a victim through dubious program is called _____ attack.	Worms	Phishing attack	Trojan	Computer Viruses	C
4	A malicious program spreading through Internet and storage media and attacking the data in victims computer is called _____.	Worms	Phishing attack	Trojan	Computer Virus	D
5	How can a user insert page numbers?	Insert Page Numbers Menu	Insert Page Numbers Option	Insert Page Numbers Tool	Insert Page Numbers Feature	D
6	How can a user insert shapes in MS Word?	Insert Shapes Tool	Insert Shapes Option	Insert Shapes Menu	Insert Shapes Feature	A
7	How can a user protect a document in MS Word?	Protect A Document Tool	Protect A Document Option	Protect A Document Menu	Protect A Document Feature	C
8	How can a user use find and replace in MS Word?	Use Find And Replace Tool	Use Find And Replace Menu	Use Find And Replace Option	Use Find And Replace Feature	B
9	Which function returns the largest value in a range?	MAX()	MIN()	LARGE()	SMALL()	A
10	Which function returns the row number of a reference?	ROW()	COLUMN()	INDEX()	MATCH()	A
11	Which feature allows creating scenarios with different input values?	Scenario Manager	Solver	Data Table	Goal Seek	A
12	Which function returns the value at a relative offset from a cell?	OFFSET()	INDEX()	MATCH()	LOOKUP()	A

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
13	Which Outlook feature allows creating custom search folders for flagged mail?	Search Folder	Custom View	Smart Filter	Mail Rule	A
14	Which Outlook feature allows creating custom templates for meeting requests?	Meeting Templates	Calendar Options	Request Templates	Invite Styles	A
15	Which Outlook feature allows creating custom voting buttons?	Voting Options	Polls	Feedback Tool	Survey	A
16	Which Outlook feature allows creating recurring appointments with exceptions?	Appointment Recurrence	Repeat Appointment	Series Appointment	Appointment Exception	C
17	Shortcut for inserting a page break?	Ctrl + Enter	Ctrl + Shift + Enter	Ctrl + Alt + Enter	Ctrl + P	B
18	Shortcut for inserting a special character?	Ctrl + Alt + C	Ctrl + Shift + C	Ctrl + C	Ctrl + S	B
19	Shortcut for italic text in Google Docs?	Ctrl + B	Ctrl + I	Ctrl + U	Ctrl + Shift + I	B
20	Shortcut for opening a new document in Google Docs?	Ctrl + N	Ctrl + O	Ctrl + Shift + N	Ctrl + Alt + N	A
21	Rehearse Timings feature is for	Animations	Slide timings	Notes	Layouts	B
22	Hyperlink can link to	Slide	File	Web page	All of these	D
23	Default orientation	Portrait	Landscape	Square	Custom	B
24	Shortcut to print	Ctrl+P	Ctrl+Shift+P	Alt+P	F9	A
25	Ribbon contains	Tabs	Groups	Commands	All of these	D