Maharashtra State Council Of Examination , Pune
OBJECTIVE QUESTION
FINAL ANSWER KEY GCC - TBC JANUARY 2026 EXAM BATCH - '705'

SrNo	Question	Option_A	Option_B	Option_C	Option_D	Provisional Answer	Final Answer
1	Accuracy is one of the characteristics of computer	TRUE	FALSE			A	A
2	Alphanumeric is a combination of _____	Letters	Numbers	etters and number	mbers and special	D	D
3	Alphanumeric keys contains - _____	Letter	Numbers	Letter & Numbers	umbers & Special C	D	D
4	Alt & Ctrl keys are _____	Function keys	Option Keys	Combination Keys	All of these	C	C
5	ALU stands for Arithmetic & Logic Unit	TRUE	FALSE			A	A
6	Formula always start with the_____ ___ sign	(=)	(+)	($)	(*)	A	A
7	Formula Bar is always available in Ms-Word.	True	FALSE			B	B
8	From Which Tooll Bar we can get the Uudo Command.	Window	uick Access Toolba	Format	File	B	B
9	Generally ___ Alignment is used for paragraph having more than one line.	Left	Right	Center	Justify	D	D
10	Generally we are using the shortcut key Ctrl + Home for	er to the beginning	e cursor to beginni	e cursor to beginni	All of the above	A	A
11	If we use multiple IF functions in one into another, it is called as --------	rules form selected	Rules from Entire S	Both	None of these	B	B
12	If we want to delete any scenario, we use _____ option.	Remove	Close	Delete	Format	C	C
13	If we wish to copy the formula to adjacent cells or cells just below, we can copy it by dragging _____ in MS-Excel.	VLOOKUP	HLOOKUP	DATEDIF	FILL HANDLE	D	D
14	If we wish to do some operation _____ on a particular table, then subtotals facility of MS-Excel is used.	individually	group wise	randomly	evenly	B	B
15	If we wish to do some operation group wise on a particular table, then _____ facility of MS-Excel is used.	Merge	Filter	Sort	Subtotals	D	D
16	In MS-Office _____ ___ tab is available only in PowerPoint.	Transitions	Animations	Slide Show	All of these	D	D
17	In MS-Office applications which application is used to create presentation.	Word	Excel	Presenter	None of these	D	D
18	In Normal view we can see any one slide at a time and can edit the same.	TRUE	FALSE			A	A
19	In Power point hyperlink option is available in _____	t Tab- illustrations	sert Tab- Links gro	me Tab- Images gro	None of these	B	B
20	In Power point photo option is available in Insert Tab images group	TRUE	FALSE			A	A
21	Antivirus are designed to stop _____	Deleting Files	Erasing data	sert unnecessary da	All of these	D	D
22	Anyone can create and register website for personal / organization use.	true	false			A	A
23	Application and System is a type of _____	Virus	Software	Hardware	Antivirus	B	B
24	Attachment buttons show _____ icon on it.	M Pin	U pin	N pin	W Pin	B	B
25	Automated Transactions for the purchase of goods over the internet is called _____	E-learning	E-commerce	E-mail	E-communication	B	B