Maharashtra State Council Of Examination , Pune
OBJECTIVE QUESTION
FINAL ANSWER KEY GCC - TBC JANUARY 2026 EXAM BATCH - '103'

SrNo	Question	Option_A	Option_B	Option_C	Option_D	Provisional Answer	Final Answer
1	By using ..... option in Start Menu, we can search any file in the Computer.	Shutdown	Programs	Search Programs and Files	Documents	C	C
2	.... is a mixture of sound, animation, graphics, text and video.	MovieMedia	Multimedia	Moving Media	MultiMixing	B	B
3	Ctrl + v = ...	Cut selected items	Copy selected items	Paste Copied or Cut items	Undo an action	C	C
4	We should always keep ON security settings of the Browser.	TRUE	FALSE			A	A
5	The Blue Background appeared after starting Windows, is called as	Desktop	Task Bar	Background	Table Top	A	A
6	There is a difference in the Backspace & Delete Keys	TRUE	FALSE			A	A
7	The common letter sent on different addresses is called..... .	Mail Merge	Merge	Letters	E-mail	A	A
8	After using Undo Command to redo the action ..... Command used.	Ctrl +Y	Ctrl +Z	Ctrl+A	Drop-Left	A	A
9	..... means distance between 'Text Matter' and 'Page margins'.	Indent	Margin	Gap	Gutter	A	A
10	Below the Ruler Line, we can get a white colored rectangular area. This area called	Page Area	Status bar	Title Bar	Menu Bar	A	A
11	To insert new worksheet in a workbook home tab - cells group - insert command is used.	TRUE	FALSE			A	A
12	The Default page Orientation in Excel is	Horizontal	Landscape	Portrait	Vertical	C	C
13	In a spreadsheet, what will be name of the 7th row and 4th column cell ?	D4	G4	D7	G7	C	C
14	In MS-Excel, sort command has ..... types.	3	2	5	7	A	A
15	= TODAY() function is used to insert current system date into cell.	TRUE	FALSE			A	A
16	In Page Maker which menu contains Frames option?	file	utilities	element	None of these	C	C
17	In PowerPoint, Font size is increased by using ..... option	Font command from home tab	Home tab - alignment	home tab- styles	None of these	A	A
18	In PageMaker Image command is available in .... menu	Element	View	File	Type	A	A
19	We can create a new presentation file by clicking ..... option in the file menu.	Save	New	Print	Close	B	B
20	To insert a new slide in a presentation we use	Insert >> Slide	Home >> Slides >> New Slides	Open	Duplicate	B	B
21	We cannot change the computer systems Date & Time.	TRUE	FALSE			B	B
22	For .... process microprocess ors are used.	Arithmetic & logical	Virtual	Binary	Secondary	A	A
23	Every website has a unique address. Which is called?	Hyperlinks	IP Address	Domain	URL	D	D
24	If you move the mouse pointer on hyper-links, the pointer changes its shape to a	Hand	Thumb	Arrow	Left Arrow	A	A
25	While transferring data on network, speed is measured in ..... unit.	Hertz	Baud Rate	Kilometers	Millimeters	B	B