Maharashtra State Council Of Examination , Pune
OBJECTIVE QUESTION
FINAL ANSWER KEY GCC - TBC JANUARY 2026 EXAM BATCH - '101'

SrNo	Question	Option_A	Option_B	Option_C	Option_D	Provisional Answer	Final Answer
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	B
2	Under information security, any device having _____is classified as a computing device.	processor	memory	both a & b	neither a nor b	C	C
3	What is the use of IP source routing:	Mapping the network drive	Troubleshooting	Performance	All of above	D	D
4	Which is the IP source routing method:	SSR	LSR	LLR	Both a and b	D	D
5	How can a user set margins in MS Word?	Set Margins Tool	Set Margins Option	Set Margins Menu	Set Margins Feature	C	C
6	How can a user add comments in MS Word?	Add Comments Menu	Add Comments Option	Add Comments Tool	Add Comments Feature	C	C
7	How can a user add footers in MS Word?	Add Footers Tool	Add Footers Option	Add Footers Menu	Add Footers Feature	A	A
8	How can a user add headers in MS Word?	Add Headers Tool	Add Headers Option	Add Headers Menu	Add Headers Feature	B	B
9	Which feature allows restricting input to a dropdown list?	Data Validation	Conditional Formatting	Form Controls	Protect Sheet	A	A
10	Which feature allows combining multiple ranges into one PivotTable?	Consolidate	Group	Merge	Power Pivot	A	A
11	Which function returns the serial number of the current date?	TODAY()	NOW()	DATE()	TIME()	A	A
12	Which tool allows importing data from external sources like SQL?	Power Query	Data Validation	Solver	Scenario Manager	A	A
13	Which calendar permission allows others to edit your events?	Reviewer	Author	Editor	Delegate	C	C
14	Which Outlook feature allows conditional formatting in calendar views?	Calendar Formatting	Conditional Formatting	Custom Styles	View Settings	C	C
15	Which Outlook feature allows creating custom categories with colors?	Categories	Labels	Tags	Flags	A	A
16	Which Outlook feature allows creating custom Quick Parts for reuse?	Quick Parts	Templates	Drafts	Snippets	A	A
17	Default file extension when exporting Google Docs to Word?	.pdf	.txt	.docx	.pptx	C	C
18	Google Docs is developed by which company?	Microsoft	Google	Apple	Amazon	B	B
19	Shortcut for bold text in Google Docs?	Ctrl + B	Ctrl + I	Ctrl + U	Ctrl + Shift + B	A	A
20	Shortcut for clearing formatting?	Ctrl + \	Ctrl + /	Ctrl + Shift + \	Ctrl + Alt + \	C	C
21	Default file extension of PowerPoint 2016+	.ppt	.pptx	.pps	.pot	B	B
22	View used to arrange slides	Normal	Slide Sorter	Outline	Reading	B	B
23	Shortcut to start slideshow	F2	F5	Ctrl+S	Shift+F5	B	B
24	Feature for motion effects	Transition	Animation	Design	Layout	B	B
25	Tab to insert charts/tables	Home	Insert	Design	Review	B	B