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	WWW uses …… protocol.	FTP	HTTP	WBC	MTP	B	B
2	Website is a collection of ……	HTML documents	Graphic files	Lock key	All of these	A	A
3	For document exchange on network which of the following is not necessary?	Floppy	Telephone line	Connecetor	Satellite	A	A
4	Under information security, CIA standsfor _____.	Criminal Investigation Agency	Confidentiality, Integrity, Availability	Cost Information Agency	Credit Integrity Assessment	B	B
5	How can a user create tables in MS Word?	Create Tables Tool	Create Tables Option	Create Tables Menu	Create Tables Feature	D	D
6	How can a user format text in MS Word?	Format Text Menu	Format Text Option	Format Text Tool	Format Text Feature	C	C
7	How can a user insert hyperlinks in MS Word?	Insert Hyperlinks Tool	Insert Hyperlinks Option	Insert Hyperlinks Menu	Insert Hyperlinks Feature	A	A
8	How can a user insert images in MS Word?	Insert Images Tool	Insert Images Option	Insert Images Menu	Insert Images Feature	B	B
9	Which chart is best for showing proportions of categories?	Pie Chart	Column Chart	Line Chart	Scatter Plot	A	A
10	Which function returns the number of characters in a text string?	LEN()	LEFT()	RIGHT()	MID()	A	A
11	Which feature allows applying formatting based on conditions?	Conditional Formatting	Data Validation	Styles	Themes	A	A
12	Which feature allows protecting specific cells in a worksheet?	Protect Sheet	Lock Cells	Hide Cells	Freeze Panes	A	A
13	Which Outlook feature allows creating custom rules for flagged tasks?	Task Rules	Flag Rules	Reminder Rules	Alert Rules	A	A
14	Which Outlook feature allows creating custom rules for meeting responses?	Response Rules	Meeting Rules	Calendar Rules	Invite Rules	A	A
15	Which Outlook feature allows creating custom rules for RSS feeds?	RSS Rules	Feed Rules	Subscription Rules	Internet Rules	A	A
16	Which Outlook feature allows creating custom rules for signatures?	Signature Rules	Signature Options	Signature Defaults	Signature Manager	A	A
17	Shortcut for inserting a footnote?	Ctrl + Alt + F	Ctrl + F	Ctrl + Shift + F	Ctrl + Alt + Shift + F	A	A
18	Shortcut for inserting a horizontal line?	Ctrl + Shift + L	Ctrl + Alt + L	Ctrl + Enter	Ctrl + H	D	D
19	Shortcut for inserting a link in Google Docs?	Ctrl + K	Ctrl + L	Ctrl + H	Ctrl + Shift + K	A	A
20	Shortcut for inserting a link?	Ctrl + K	Ctrl + L	Ctrl + H	Ctrl + Shift + K	A	A
21	Transition applies to	Text	Objects	Whole slide	Notes	C	C
22	SmartArt is used for	Charts	Diagrams	Animations	Tables	B	B
23	Shortcut to end slideshow	Esc	F1	Ctrl+E	Alt+S	A	A
24	Notes Pane is used for	Animations	Speaker notes	Slide order	Background	B	B
25	Shortcut to save presentation	Ctrl+S	Ctrl+Shift+S	Alt+S	F12	A	A