**Maharashtra State Council Of Examination , Pune**
**OBJECTIVE QUESTION**
**FINAL ANSWER KEY GCC - TBC JANUARY 2026 EXAM BATCH - '104'**

| SrNo | Question | Option_A | Option_B | Option_C | Option_D | Provisional Answer | Final Answer |
|---|---|---|---|---|---|---|---|
| 1 | Script files sent mostly through email attachment to attack host computer are called _____. | Worms | Phishing attacks | Trojans | Computer Viruses | A | A |
| 2 | Attacking the victims through fake URL resembling that of a valid financial Institution is called_____ . | Worms | Phishing attack | Trojans | Computer Viruses | B | B |
| 3 | Getting the user ID and password from avictim through dubious program is called _____attack. | Worms | Phishing attack | Trojan | Computer Viruses | C | C |
| 4 | A malicious program spreading throughInternet and storage media and attacking the data in victims computer is called_____. | Worms | Phishing attack | Trojan | Computer Virus | D | 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 | D |
| 6 | How can a user insert shapes in MS Word? | Insert Shapes Tool | Insert Shapes Option | Insert Shapes Menu | Insert Shapes Feature | A | 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 | 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 | B |
| 9 | Which function returns the largest value in a range? | MAX() | MIN() | LARGE() | SMALL() | A | A |
| 10 | Which function returns the row number of a reference? | ROW() | COLUMN() | INDEX() | MATCH() | A | A |
| 11 | Which feature allows creating scenarios with different input values? | Scenario Manager | Solver | Data Table | Goal Seek | A | A |
| 12 | Which function returns the value at a relative offset from a cell? | OFFSET() | INDEX() | MATCH() | LOOKUP() | A | A |
| 13 | Which Outlook feature allows creating custom search folders for flagged mail? | Search Folder | Custom View | Smart Filter | Mail Rule | A | A |
| 14 | Which Outlook feature allows creating custom templates for meeting requests? | Meeting Templates | Calendar Options | Request Templates | Invite Styles | A | A |
| 15 | Which Outlook feature allows creating custom voting buttons? | Voting Options | Polls | Feedback Tool | Survey | A | A |
| 16 | Which Outlook feature allows creating recurring appointments with exceptions? | Appointment Recurrence | Repeat Appointment | Series Appointment | Appointment Exception | C | C |
| 17 | Shortcut for inserting a page break? | Ctrl + Enter | Ctrl + Shift + Enter | Ctrl + Alt + Enter | Ctrl + P | B | B |
| 18 | Shortcut for inserting a special character? | Ctrl + Alt + C | Ctrl + Shift + C | Ctrl + C | Ctrl + S | B | B |
| 19 | Shortcut for italic text in Google Docs? | Ctrl + B | Ctrl + I | Ctrl + U | Ctrl + Shift + I | B | B |
| 20 | Shortcut for opening a new document in Google Docs? | Ctrl + N | Ctrl + O | Ctrl + Shift + N | Ctrl + Alt + N | A | A |
| 21 | Rehearse Timings feature is for | Animations | Slide timings | Notes | Layouts | B | B |
| 22 | Hyperlink can link to | Slide | File | Web page | All of these | D | D |
| 23 | Default orientation | Portrait | Landscape | Square | Custom | B | B |
| 24 | Shortcut to print | Ctrl+P | Ctrl+Shift+P | Alt+P | F9 | A | A |
| 25 | Ribbon contains | Tabs | Groups | Commands | All of these | D | D |