

## computer knowledge-keyboard shortcuts-paper1

**What is the short cut key for Print a Document?**

- A Ctrl + P
- B Alt + P
- C Shift + P
- D Ctrl + Alt + P

**Answer : A**

**What is the shortcut key for move to the previous worksheet in a work book is\_\_\_\_\_**

- A Ctrl + Page down
- B Ctrl + Page up
- C Ctrl + INS
- D Ctrl + Home

**Answer : B**

**What is the keyboard short cut for closing current workbook?**

- A Ctrl + F5
- B Ctrl + F2
- C Ctrl + F3
- D Ctrl + F4

**Answer : D**

**What is the keyboard short key to save the data in a file?**

- A Ctrl + S
- B Ctrl + P
- C Ctrl + F
- D Ctrl + X

**Answer : A**

**Short cut key to paste a cell \_\_\_\_\_**

- A Ctrl + S
- B Ctrl + A
- C Ctrl + C
- D Ctrl + V

**Answer : D**

**Short cut for Save as command a \_\_\_\_\_**

- A F7
- B F8
- C F9
- D F12

**Answer : D**

**What is the keyboard short key to open old work book?**

- A Ctrl + O
- B Ctrl + N
- C Ctrl + F
- D Ctrl + M

**Answer : A**

**What is the keyboard short key to open new window document?**

- A Ctrl + S
- B Ctrl + N
- C Ctrl + W
- D Ctrl + F

**Answer : B**

**What is the keyboard short key to move next workbook is \_\_\_\_\_**

- A Ctrl + F6
- B Ctrl + F5
- C Ctrl + F3
- D Ctrl + F7

**Answer : A**

**Short cut to justify a paragraph is \_\_\_\_\_**

- A Ctrl + J
- B Ctrl + P
- C Ctrl + S
- D Alt + P

**Answer : A**

**Short cut for Center a paragraph is**

- A Ctrl + E
- B Ctrl + C
- C Ctrl + L

**D** Ctrl + R

**Answer : A**

**Short cut to align left paragraph is\_\_\_\_\_**

**A** Ctrl + S

**B** Ctrl + K

**C** Ctrl + R

**D** Ctrl + L

**Answer : D**

**Short cut key to replace text is \_\_\_\_\_**

**A** Ctrl + F

**B** Ctrl + H

**C** Ctrl + M

**D** Ctrl + T

**Answer : B**

**Short cut key for bold font is**

**A** Ctrl + B

**B** Ctrl + F

**C** Alt + B

**D** Alt + F

**Answer : A**

**Short cut key for double line spacing is**

**A** Ctrl + 1

**B** Ctrl + 2

**C** Ctrl + 3

**D** Ctrl + 4

**Answer : B**

**Short cut to select entire work sheet**

**A** Ctrl + A

**B** Ctrl + B

**C** Ctrl + T

**D** Ctrl + G

**Answer : A**

**Short cut key for underline is**

- A Ctrl + A
- B Ctrl + U
- C Ctrl + T
- D Ctrl + G

**Answer : B**

**Ctrl + F2 shortcut is used for**

- A Rename
- B Page setup
- C Open
- D Page Preview

**Answer : D**

**In Word, what is the keyboard short cut key for delete an entire word?**

- A Ctrl + Del
- B Alt + Del
- C Shift + Alt + Del
- D Shift + Del

**Answer : A**

**Ctrl + X is used for**

- A Cut selected items
- B Copy selected items
- C Exchange selected items
- D Move the selected data

**Answer : A**

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