

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