1, The \_\_\_\_ shortcut keys underline words, and not spaces

Answer:

CTRL+SHIFT+W

Explanation

CTRL+SHIFT+W Underline words but not spaces

Ctrl+U  Underlines the selected text

Ctrl+W close a program, window, tab, or document

Ctrl + Shift plus resizes all the columns in the grid to their "automatic" size

2. The shortcut keys for the \_\_\_\_\_ character formatting are CTRL+SHIFT+PLUS SIGN.

Answer: option c. superscript

Explanation:

Choose the character you'd like to format. Press Ctrl, Shift, and the Plus sign (+) at the same time for superscript.

To change between lowercase, UPPERCASE, and Capitalize Each Word using a keyboard shortcut, select the text and press SHIFT + F3 until the case you want is applied.

A quick cut for underlining words but not spaces is CTRL+SHIFT+W, and a shortcut for capitalising all letters is SHIFT + F3.

3. The shortcut keys used to left-align a paragraph are \_\_\_\_.

Answer: c. CTRL+L

Explanation:

 Ctrl+J aligns the selected text or line to justify the screen.

CTRL+L Align the text to the left

ALT+J Adjust the justification of text in a file

Alt+L open the Developer tab in the Ribbon.

4. The shortcut keys used to center a paragraph are \_\_\_\_.

Answer: d. CTRL+E

Explanation:

Ctrl+T open a new tab in a browser.

Closing a browser tab that you intended to remain open by accident. Your tab will return if you press Ctrl-Shift-T.

Ctrl + M indents the paragraph

Ctrl + E the address bar, search bar, or omnibox.

5. To decrease a font size, use the \_\_\_\_ shortcut keys.

Answer: b. CTRL+SHIFT+<

Explanation:

CTRL+SHIFT+< To decrease a font size

6. To right-align a paragraph, use the \_\_\_\_ shortcut keys.

Answer: c. CTRL+R

Explanation:

Ctrl+T open a new tab in a browser.

Ctrl+R refresh the page in a browser.

Ctrl + M indents the paragraph.

Ctrl+ K is often used to add, edit, or modify a hyperlink to a Web page.

7. To increase a paragraph indent, use the \_\_\_\_\_ shortcut keys.

Answer: d. CTRL+M

Explanation:

CTRL+L Align the text to the left.

Ctrl+1  switch to the first tab in an Internet browser or other programs with tab support.

Ctrl + E focus on the address bar, search bar, or omnibox.

 Ctrl + M indents the paragraph.

8. Although you can use a dialog box to indent paragraphs, Word provides a quicker way through the \_\_\_\_.

Answer: d. horizontal ruler

Explanation:

The Quick Access Toolbar is a resizable toolbar that contains a collection of instructions that are independent of the presently selected ribbon tab.

The vertical ruler can be used to modify the top and bottom page margins, as well as the row height in tables.

The OFFICE BUTTON lets you open, save, and print documents, as well as do other document-related tasks (e.g., fax and email). By clicking the new Choices button on the OFFICE BUTTON, you can adjust Word's options and preferences (e.g., Word Options, Excel Options, PowerPoint Options).

The horizontal ruler will display at the top of your document, followed by the vertical ruler on the left side. The ruler tool can then be used to format your work

9. The \_\_\_\_\_ feature automatically corrects typing, spelling, capitalization, or grammar errors as you type them.

Answer: b. AutoCorrect

Explanation:

By default, AutoCorrect is set to correct common spelling and punctuation errors. You'll notice that it corrects itself to the correct spelling of attain.

10. If you want to remove the AutoCorrect Options button from the screen, you can press the \_\_\_\_ key.

Answer: a. ESC

Explanation:

to stop, pause, or abort a running process or application, or to close a pop-up window Also known as the Esc key or the Escape key.

allowing secondary functions to be performed by other keys on the keyboard Ctrl is the most common designation.

The document window or page will reload or refresh if you press F5. Ctrl+F5 triggers a complete web page refresh.

Shift is a modifier key on a keyboard that allows you to enter capital letters and other "upper" characters.

11, The \_\_\_\_ shortcut keys remove character formatting.

Answer: c. CTRL+SPACEBAR

Explanation:

 Ctrl + 0 changes the zoom level back to its default setting.

 Ctrl+I italicize and unitalicize text.

Ctrl + spacebar.To remove character formatting from the selected text, press

 Ctrl+U is a shortcut key most often used to underline text.