MS Office Shortcuts Multiple Choice Question and Answer

**1. What happens if you press Ctrl+Shift+F8?**

1. It actives extended selection
2. It actives the rectangle selection
3. It selects the paragraph on which the insertion line is.
4. None of These

Answer Explanation Answer: Option B

**2. What is the shortcut key you can press to create a copyright symbol?**

1. Ctrl + Shift + C
2. Ctrl + C
3. Alt + C
4. Alt + Ctrl + C

Answer Explanation Answer: Option D

**3. The Keystrokes Ctrl + I is used to**

1. Increase font size
2. Inserts a line break
3. Applies italic format to selected text
4. Indicate the text should be bold

Answer Explanation Answer: Option C

**4. Which of the following function key activates the speller?**

1. F3
2. F6
3. F7 no answer is me
4. F11

Answer Explanation Answer: Option C

**5. Which of the following shortcut key is used to cheek spelling?**

1. F3
2. F11
3. F5
4. F7

Answer Explanation Answer: Option D

**6. Shortcut to create new document is\_\_\_\_\_\_.**

1. Ctrl + F
2. Ctrl + N
3. Ctrl + O
4. All Of Above

Answer Explanation Answer: Option B

**7. Shortcut to open a document is\_\_\_\_\_?**

1. Ctrl + O
2. Ctrl + S
3. Ctrl + N

Answer Explanation Answer: Option A

**8. Shortcut to close a document is\_\_\_\_\_?**

1. Alt + F4
2. Ctrl + C
3. Ctrl + W
4. Ctrl + Q

Answer Explanation Answer: Option C

**9. What are the accurate combination of keys to save a document?**

1. Ctrl + S
2. Ctrl + F
3. Alt + F + A
4. Alt + S

Answer Explanation Answer: Option A

**10. Shortcut to quit M.S Word, Power Point, Access, Excel etc is\_\_\_\_\_?**

1. Ctrl + W
2. Ctrl + Q
3. Alt + F4
4. Alt + Q

Answer Explanation Answer: Option C

**11. What is the correct combination of keys to find text on a document?**

1. Alt + F
2. Ctrl + T
3. Ctrl + F
4. Ctrl + H

Answer Explanation Answer: Option C

**12. What is the shortcut to replace text in a document?**

1. Ctrl + R
2. Ctrl + H
3. Alt + R
4. All of Above

Answer Explanation Answer: Option B

**13. Which combination of keys used as a shortcut for go to a page?**

1. Alt + G
2. Ctrl + G
3. Ctrl + F
4. All Of Above

Answer Explanation Answer: Option B

**14. By which shortcut browse a document / browse panel will show up?**

1. Ctrl + B
2. Alt + B
3. Alt + Ctrl + home no answer is me
4. Alt + Home

Answer Explanation Answer: Option C

**15. Shortcut to undo an action is\_\_\_\_\_?**

1. Ctrl + A
2. Ctrl + Z
3. Ctrl + Ecs
4. Ctrl + U

Answer Explanation Answer: Option B

**16. Shortcut for redo an action is\_\_\_\_\_?**

1. Ctrl + R
2. Ctrl + U
3. Ctrl + Y
4. Ctrl + Delete

Answer Explanation Answer: Option C

**17. What is the shortcut to change the font?**

1. Ctrl + F
2. Alt + Ctrl + F
3. Ctrl + Shift + F
4. Shift + Alt + F

Answer Explanation Answer: Option C

**18. By which shortcut we can change the size of the font?**

1. Ctrl + Shift + C
2. Ctrl + H
3. Ctrl + Shift + P
4. Ctrl + Alt + C