ATS SCHOLORSHIPS
&
CAREER COUNSELLING

Aptitude Test Based Scholarship & Career Counselling

MCQ's Answer Key 2023: MS Office

We can detect spelling and grammar error by

- o Shift + F7
- o **F7**
- o Alt + F7
- o Ctrl + F7

What is the shortcut key to Cut some Text in MS Office?
- o **Ctrl + X**
- o Ctrl + A
- o Ctrl + U
- o Ctrl + C

What is the shortcut key to replace some text with another text in MS Office?
- o Ctrl + A
- o Ctrl + U
- o **Ctrl + H**
- o Ctrl + C

What is the shortcut key to zoom-out the text in MS Word?

- o Ctrl + (

- **Ctrl + {**
- Ctrl + [
- Ctrl + /

What is the shortcut key to create a spacing of 1.5 between two lines in MS Word?
- Ctrl + 1
- Ctrl + 1.5
- Ctrl + 2
- **Ctrl + 5**

What is the shortcut key to paste a copied text in MS Office?

- Ctrl + C
- Ctrl + P
- **Ctrl + V**
- Ctrl + X

What is the shortcut key to align the text on the center of the page in MS Office?

- Ctrl + C
- Ctrl + S
- Ctrl + L
- **Ctrl + E**

What is the shortcut key to create add a new slide in MS Powerpoint?

- Ctrl + N
- Ctrl + S
- **Ctrl + M**
- Ctrl + A

Which shortcut is used to change the font case in Microsoft Word?

- Ctrl + F
- **Shift + F3**
- Shift + F2
- Ctrl + F3

Which shortcut is used to create hyperlink in Microsoft Word?
- Ctrl + I
- Ctrl + L
- **Ctrl + K**
- Ctrl + E