

Aptitude Test Based Scholarship & Career Counselling

**MCQ’s Answer Key 2023: MS Office**

We can detect spelling and grammar error by

* Shift + F7
* **F7**
* Alt + F7
* Ctrl + F7

#### What is the shortcut key to Cut some Text in MS Office?

* **Ctrl + X**
* Ctrl + A
* Ctrl + U
* Ctrl + C

#### What is the shortcut key to replace some text with another text in MS Office?

* Ctrl + A
* Ctrl + U
* **Ctrl + H**
* Ctrl + C

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

* 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