MS Word Shortcut Keys Free Download – ApplyforJob

Welcome to the post of MS Word MCQs PDF Download that is your ultimate resource for testing and enhancing your proficiency in Microsoft Word! Our comprehensive collection of Multiple-Choice Questions (MCQs) is meticulously designed to evaluate your grasp of various features and functions in MS Word. Go through a journey to deepen your understanding and mastery of Microsoft Word.

51. **Key used to increase selected font +1pts?**

CTRL+]

52. **CTRL+SHIFT+< is used for**

Decrease selected font

53. **key used to decrease selected font -1pts?**

CTRL+[

54. **how to insert a cent (¢) sign in MS word?**

CTRL+/+C

55. **How to view or hide non printing characters**

CTRL+SHIFT+*

56. **Short cut key to move one word to the left of character?**

CTRL+LEFT ARROW

57. **Short cut key to move one word the right?**

CTRL+RIGHT ARROW

58. **Which key we should use to move the beginning of line or paragraph?**

CTRL+UP ARROW

59. **How to move to the end of paragraph?**

CTRL+DOWN ARROW

60. **How to delete word to the right of cursor in MS word?**

CTRL+DEL

61. **How to delete word to the left of cursor?**

CTRL+BACKSPACE

62. Alternative key to display the print view?

CTRL+F2

63. How to create a soft break instead of creating new paragraph in MS word?

SHIFT+ENTER

64. How to paste anything in Word document?

SHIFT+INSERT

65. CTRL+= is used

To set selected text as SUBSCRIPT

66. CTRL+SHIFT+= is used

To set selected text as SUPERSCRIPT

67. Key for copy the selected text?

CTRL+C

71. Key used to paste the selected text?

CTRL+V

72. How to open the replace box in MS Word?

CTRL+H

73. To go "Go to" short cut key is

CTRL+F5

74. How to underline the selected text?

CTRL+U

75. How to underline word but not spaces

CTRL+SHIFT+W

76. How to open the print window in MS word?

CTRL+P

77. Which key is used in MS word to align the selected text to the right of the screen?

CTRL+R

78. How to indent paragragh in MS Word?

CTRL+M

79. Short cut key to open new document?

CTRL+N

80. Alternative key for changing the font?

CTRL+SHIFT+F

81. CTRL+SHIFT+F10 is used in MS word

To activate the ruler

82. How to remove the document window split

ALT+SHIFT+C

83. Short cut key to move the cursor to the end of document

CTRL+END

84. Short cut key to move the cursor to the beginning of document?

CTRL+HOME

85. CTRL+0 is used for

SINGLE SPACE LINE

86. F1 is used

TO OPEN HELP

87. Short cut key to reveal formatting?

SHIFT+F1

88. F2 is used

TO MOVE TEXT AND GRAPHICS

89. F4 is used

To repeat the last action performed

90. F10 is used

To activate the menu bar

91. How to reduce the size of selection in MS word?

SHIFT+F8

92. Short cut key to activate thesaurus?

SHIFT+F7

93. How to save the document in MS word?

SHIFT+F12

94. Short cut key to assign bookmark?

CTRL+SHIFT+F5

95. How to hide/view the hidden text?

CTRL+SHIFT+H

96. Key for mail merge-edit data document is

ALT+SHIFT+E

97. How to switch to a outline view in word document?

ALT+CTRL+O

98. How to switch to a normal view in word document?

ALT+CTRL+N

99. How to switch to a print layout view in word document?

ALT+CTRL+P

100. Short cut key to show columns?

ALT+CTRL+P

101. CTRL+2 is used for

DOUBLE SPACING LINE

102. CTRL+ALT+3 is used for

CHANGES TEXT TO HEADING 3

103. How to open another Microsoft word document?

CTRL+SHIFT+F6