

1. What is the shortcut for *Bold*?

- A) Ctrl + I
- B) Ctrl + B
- C) Ctrl + U
- D) Ctrl + D

Answer: B

2. What is the shortcut for *Italic*?

- A) Ctrl + I
- B) Ctrl + B
- C) Ctrl + U
- D) Ctrl + T

Answer: A

3. What is the shortcut for *Underline*?

- A) Ctrl + L
- B) Ctrl + D
- C) Ctrl + U
- D) Ctrl + E

Answer: C

4. What is the shortcut for *Save*?

- A) Ctrl + V
- B) Ctrl + S
- C) Ctrl + A
- D) Ctrl + Q

Answer: B

5. What is the shortcut for *Copy*?

- A) Ctrl + C
- B) Ctrl + X
- C) Ctrl + V
- D) Ctrl + Z

Answer: A

6. What is the shortcut for *Paste*?

- A) Ctrl + Z
- B) Ctrl + V
- C) Ctrl + C
- D) Ctrl + X

Answer: B

7. What is the shortcut for *Cut*?

- A) Ctrl + C
- B) Ctrl + V
- C) Ctrl + X
- D) Ctrl + Z

Answer: C

8. What is the shortcut for *Undo*?

- A) Ctrl + Z
- B) Ctrl + Y
- C) Ctrl + U
- D) Ctrl + A

Answer: A

9. What is the shortcut for *Redo*?

- A) Ctrl + Z
- B) Ctrl + Y
- C) Ctrl + R
- D) Ctrl + Shift + Z

Answer: B

10. What is the shortcut for *Select All*?

- A) Ctrl + S
- B) Ctrl + Q
- C) Ctrl + A
- D) Ctrl + E

Answer: C

11. What is the shortcut to *Open a file*?

- A) Ctrl + N
- B) Ctrl + S
- C) Ctrl + O
- D) Ctrl + P

Answer: C

12. What is the shortcut to *Create a new document*?

- A) Ctrl + O
- B) Ctrl + N
- C) Ctrl + D
- D) Ctrl + T

Answer: B

13. What is the shortcut to *Print a document*?

- A) Ctrl + V
- B) Ctrl + W
- C) Ctrl + P
- D) Ctrl + E

Answer: C

14. What is the shortcut for *Find*?

- A) Ctrl + H
- B) Ctrl + F
- C) Ctrl + G
- D) Ctrl + D

Answer: B

15. What is the shortcut for *Replace*?

- A) Ctrl + F
- B) Ctrl + R
- C) Ctrl + H
- D) Ctrl + Z

Answer: C

16. What is the shortcut for *Center align*?

- A) Ctrl + E
- B) Ctrl + L
- C) Ctrl + R
- D) Ctrl + J

Answer: A

17. What is the shortcut for *Left align*?

- A) Ctrl + L
- B) Ctrl + E
- C) Ctrl + J
- D) Ctrl + R

Answer: A

18. What is the shortcut for *Right align*?

- A) Ctrl + L
- B) Ctrl + E
- C) Ctrl + R

- D) Ctrl + J
Answer: C
19. What is the shortcut for *Justify*?
A) Ctrl + L
B) Ctrl + E
C) Ctrl + R
D) Ctrl + J
Answer: D
20. What is the shortcut to *Insert hyperlink*?
A) Ctrl + K
B) Ctrl + H
C) Ctrl + Shift + K
D) Ctrl + L
Answer: A
21. What is the shortcut to *Open Font dialog box*?
A) Ctrl + F
B) Ctrl + Shift + F
C) Ctrl + D
D) Ctrl + Shift + P
Answer: C
22. What is the shortcut to *Increase font size*?
A) Ctrl +]
B) Ctrl + Shift + >
C) Ctrl + =
D) Ctrl + >
Answer: B
23. What is the shortcut to *Decrease font size*?
A) Ctrl + Shift + <
B) Ctrl + [
C) Ctrl + <
D) Ctrl + -
Answer: A
24. What is the shortcut to *Insert a page break*?
A) Ctrl + P
B) Ctrl + Shift + N
C) Ctrl + Enter
D) Ctrl + Shift + P
Answer: C
25. What is the shortcut to *Open Spelling and Grammar check*?
A) F7
B) Ctrl + G
C) Shift + F7
D) Alt + F7
Answer: A
26. What is the shortcut to *Insert a comment*?
A) Ctrl + M
B) Ctrl + Alt + M
C) Ctrl + Shift + C
D) Alt + M
Answer: B
27. What is the shortcut to *Change case of text*?
A) Shift + F3
B) Ctrl + Shift + C
C) Ctrl + Shift + U
D) Alt + F3
Answer: A
28. What is the shortcut to *Insert a footer*?
A) Alt + Shift + F
B) Alt + Ctrl + F
C) Alt + Ctrl + Shift + F
D) Alt + N, O
Answer: B
29. What is the shortcut to *Insert a header*?
A) Alt + Ctrl + H
B) Alt + Shift + H
C) Alt + Ctrl + Shift + H
D) Alt + N, H
Answer: A
30. What is the shortcut to *Open Thesaurus*?
A) Shift + F7
B) Ctrl + F7
C) Alt + F7
D) F9
Answer: A
31. What is the shortcut to *Insert date*?
A) Alt + D
B) Alt + Shift + D
C) Ctrl + ;
D) Ctrl + Shift + D
Answer: B
32. What is the shortcut to *Insert time*?
A) Alt + Shift + T
B) Ctrl + Shift + T
C) Ctrl + Shift + ;
D) Ctrl + T
Answer: A
33. What is the shortcut to *Open the Go To dialog*?
A) Ctrl + G
B) Ctrl + H
C) Ctrl + F
D) Ctrl + Shift + G
Answer: A
34. What is the shortcut to *Apply superscript*?
A) Ctrl + Shift + +
B) Ctrl + +
C) Ctrl + Shift + =
D) Ctrl + =
Answer: C

35. What is the shortcut to *Apply subscript*?

- A) Ctrl + Shift + =
- B) Ctrl + =
- C) Ctrl + -
- D) Ctrl + Shift + -

Answer: B

36. What is the shortcut to *Insert a line break (soft return)*?

- A) Shift + Enter
- B) Ctrl + Enter
- C) Alt + Enter
- D) Ctrl + Shift + Enter

Answer: A

37. What is the shortcut to *Repeat the last action*?

- A) F4
- B) Ctrl + Y
- C) Ctrl + R
- D) Shift + F4

Answer: A

38. What is the shortcut to *Open help*?

- A) F2
- B) F1
- C) Shift + F1
- D) Ctrl + F1

Answer: B

39. What is the shortcut to *Hide/Show the Ribbon*?

- A) Ctrl + F1
- B) Ctrl + R
- C) Shift + F1
- D) Alt + F1

Answer: A

40. What is the shortcut to *Close the active document*?

- A) Ctrl + F4
- B) Alt + F4
- C) Ctrl + W
- D) Ctrl + Q

Answer: A

41. What is the shortcut to *Create a hanging indent*?

- A) Ctrl + T
- B) Ctrl + H
- C) Ctrl + I
- D) Ctrl + M

Answer: A

42. What is the shortcut to *Remove a hanging indent*?

- A) Ctrl + Shift + T
- B) Ctrl + R
- C) Ctrl + Shift + M

D) Ctrl + Shift + D

Answer: A

43. What is the shortcut to *Increase paragraph indent*?

- A) Ctrl + I
- B) Ctrl + M
- C) Ctrl + Tab
- D) Ctrl + J

Answer: B

44. What is the shortcut to *Decrease paragraph indent*?

- A) Ctrl + Shift + M
- B) Ctrl + Shift + I
- C) Ctrl + J
- D) Ctrl + Shift + <

Answer: A

45. What is the shortcut to *Select text to the left*?

- A) Shift + ←
- B) Ctrl + ←
- C) Alt + ←
- D) Ctrl + Shift + ←

Answer: A

46. What is the shortcut to *Select a word to the right*?

- A) Ctrl + Shift + →
- B) Shift + →
- C) Ctrl + →
- D) Ctrl + Shift + Alt + →

Answer: A

47. What is the shortcut to *Move to the beginning of the document*?

- A) Ctrl + Home
- B) Alt + Home
- C) Ctrl + Up
- D) Home

Answer: A

48. What is the shortcut to *Move to the end of the document*?

- A) Ctrl + Down
- B) Ctrl + End
- C) Alt + End
- D) End

Answer: B

49. What is the shortcut to *Insert a symbol*?

- A) Alt + I
- B) Alt + N, U
- C) Alt + Shift + S
- D) Ctrl + Alt + S

Answer: B

50. What is the shortcut to *Split a window*?

- A) Alt + Ctrl + S
- B) Ctrl + W
- C) Ctrl + S

D) Alt + Shift + S

Answer: A

51. What is the shortcut to *Close Word completely*?

A) Ctrl + F4

B) Ctrl + W

C) Alt + F4

D) Ctrl + Q

Answer: C

52. What is the shortcut to *Open the Save As dialog*?

A) F12

B) Ctrl + Shift + S

C) Alt + F2

D) Ctrl + F12

Answer: A

53. What is the shortcut to *Insert a table*?

A) Ctrl + T

B) Alt + N, T

C) Ctrl + Shift + T

D) Alt + Shift + T

Answer: B

54. What is the shortcut to *Insert a page number*?

A) Alt + N, U

B) Alt + Shift + P

C) Alt + N, N

D) Ctrl + Shift + N

Answer: C

55. What is the shortcut to *Open Styles pane*?

A) Ctrl + Shift + Alt + S

B) Alt + Ctrl + Shift + S

C) Shift + Alt + S

D) Ctrl + Alt + S

Answer: A

56. What is the shortcut to *Apply Normal style*?

A) Ctrl + N

B) Ctrl + Shift + N

C) Ctrl + Alt + N

D) Alt + N

Answer: B

57. What is the shortcut to *Insert a footnote*?

A) Alt + Ctrl + F

B) Ctrl + Alt + F

C) Shift + Ctrl + F

D) Alt + Shift + F

Answer: A

58. What is the shortcut to *Insert an endnote*?

A) Alt + Ctrl + D

B) Ctrl + Alt + D

C) Shift + Ctrl + D

D) Ctrl + Shift + D

Answer: B

59. What is the shortcut to *Go to the next footnote*?

A) Shift + F5

B) Alt + Shift + F5

C) Alt + Shift + >

D) Alt + Shift + →

Answer: A

60. What is the shortcut to *Open the Navigation pane*?

A) Ctrl + F

B) Alt + F

C) Ctrl + Shift + F

D) Ctrl + H

Answer: A