# MICROSOFT WINDOWS KEYBOARD SHORTCUTS BASED COMPUTER MCQ PRACTICE QUESTIONS AND ANSWERS PDF WITH EXPLANATION

**For All Competitive SSC, Bank, IBPS, UPSC, Railway, IT & Other Govt. Exams**

**Created By Careericons Team**

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**Q1.** In Windows operating system to move forward through the tabs

a) CTRL+TAB

b) CTRL+SHIFT+TAB

c) SHIFT+TAB

d) None of these

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**Q2.** In Windows operating system shortcut key Windows Logo+F1

a) Display Windows Help

b) Lock the keyboard

c) Open the Run dialog box

d) Open Utility Manager

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**Q3.** In Windows operating system the shortcut key Windows Logo+E is used for

a) Restore the minimized windows

b) Open My Computer

c) Search for a file or a folder

d) Search for computers

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**Q4.** In Windows operating system to minimize all of the windows

a) Windows Logo

b) Windows Logo + BREAK

c) Windows Logo + D

d) Windows Logo + M

**Q5.** In Windows operating system to Display the desktop

a) Windows Logo

b) Windows Logo + BREAK

c) Windows Logo + D

d) Windows Logo + M

**Q6.** In Windows operating system after you double-click a character on the grid of characters, keyboard shortcut SPACEBAR is used for

a) Move to the first character

b) Move to the last character

c) Switch between Enlarged and Normal mode when a character is selected*

d) None of these

**Q7.** In Windows operating system the shortcut key CTRL+O is used for

a) Open the Favorites bar

b) Open the Open dialog box

c) Start another instance of the browser with the same Web address

d) Open the Open dialog box, the same as CTRL+L

**Q8.** In Windows operating system the shortcut key CTRL+I is used for

a) Open the Favorites bar

b) Open the Open dialog box

c) Start another instance of the browser with the same Web address

d) Open the Open dialog box, the same as CTRL+L

**Q9.** In Windows operating system the shortcut key CTRL+P is used for

a) Open the Print dialog box

b) Update the current Web page

c) Close the current window

d) None of these

**Q10.** In Windows operating system Shortcut CTRL+Z is for

a) Undo something

b) Delete something

c) Paste something

d) None of these

**Q11.** In Windows operating system after you double-click a character on the grid of characters, keyboard shortcut CTRL+HOME is used for

a) Move to the first character

b) Move to the last character

c) Switch between Enlarged and Normal mode when a character is selected

d) None of these

**Q12.** In Windows operating system shortcut CTRL while dragging an item

a) Delete the selected item permanently without placing the item in the Recycle Bin

b) Copy the selected item

c) Rename the selected item

d) Create a shortcut to the selected item

**Q13.** In Windows operating system shortcut key Windows Logo+ L

a) Display Windows Help

b) Lock the keyboard

c) Open the Run dialog box

d) Open Utility Manager

**Q14.** In Windows operating system after you double-click a character on the grid of characters, keyboard shortcut DOWN ARROW is used for

a) Move to the right or to the beginning of the next line

b) Move to the left or to the end of the previous line

c) Move up one row

d) Move down one row

**Q15.** In Windows operating system after you double-click a character on the grid of characters, keyboard shortcut HOME is used for

a) Move up one screen at a time

b) Move down one screen at a time

c) Move to the beginning of the line

d) Move to the end of the line

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**Answers to the above questions :**

**Q1. Answer: (a)**

**Q2. Answer: (a)**

**Q3. Answer: (b)**

**Q4. Answer: (d)**

**Q5. Answer: (c)**

**Q6. Answer: (c)**

**Q7. Answer: (d)**

**Q8. Answer: (a)**

**Q9. Answer: (a)**

**Q10. Answer: (a)**

**Q11. Answer: (a)**

**Q12. Answer: (b)**

**Q13. Answer: (b)**

**Q14. Answer: (d)**

**Q15. Answer: (c)**

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