

# 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
- 

**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
- 

**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

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

- a) Windows Logo
- b) Windows Logo + BREAK
- c) Windows Logo + D
- d) Windows Logo + M

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**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

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**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

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**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

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**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)**

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**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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