

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

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Created By [Careericons](#) Team

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**Q1.** In Windows operating system to paste something after cutting the following shortcut is used

- a) CTRL+C
  - b) CTRL+X
  - c) CTRL+V
  - d) None of these
- 

**Q2.** In Windows operating system shortcut SHIFT+DELETE is used for

- 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
- 

**Q3.** In Windows operating system move the insertion point to the beginning of the previous paragraph

- a) CTRL+RIGHT ARROW
  - b) CTRL+LEFT ARROW
  - c) CTRL+DOWN ARROW
  - d) CTRL+UP ARROW
- 

**Q4.** In Windows operating system to copy something the following shortcut is used

- a) CTRL+C
- b) CTRL+X

- c) CTRL+V
- d) None of these

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**Q5.** In Windows operating system the shortcut key CTRL+B is used for

- a) Open the Organize Favorites dialog box
- b) Open the Search bar
- c) Start the Find utility
- d) Open the History bar

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**Q6.** In Windows operating system move the insertion point to the beginning of the previous word

- a) Shortcut CTRL+RIGHT ARROW
- b) Shortcut CTRL+LEFT ARROW
- c) Shortcut CTRL+DOWN ARROW
- d) None of these

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**Q7.** In Windows operating system after you double-click a character on the grid of characters, keyboard shortcut PAGE UP 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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**Q8.** In Windows operating system CTRL+SHIFT with any of the arrow keys

- a) Highlight a block of text
  - b) Delete something
  - c) Paste something
  - d) None of these
- 

**Q9.** In Windows operating system shortcut CTRL+SHIFT 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
- 

**Q10.** In Windows operating system the shortcut key CTRL+E is used for

- a) Open the Organize Favorites dialog box
  - b) Open the Search bar
  - c) Start the Find utility
  - d) Open the History bar
- 

**Q11.** In Windows operating system the shortcut key Windows Logo+SHIFT+M is used for

- a) Restore the minimized windows
  - b) Open My Computer
  - c) Search for a file or a folder
  - d) Search for computers
- 

**Q12.** In Windows operating system shortcut DELETE is for

- a) Undo something
- b) Delete something
- c) Paste something

d) None of these

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**Q13.** In Windows operating system move the insertion point to the beginning of the next word.

- a) Shortcut CTRL+RIGHT ARROW
- b) Shortcut CTRL+LEFT ARROW
- c) Shortcut CTRL+DOWN ARROW
- d) None of these

**Q14.** In Windows operating system to move backward through the tabs

- a) CTRL+TAB
- b) CTRL+SHIFT+TAB
- c) SHIFT+TAB
- d) None of these

**Q15.** In Windows operating system after you double-click a character on the grid of characters, keyboard shortcut PAGE DOWN 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: (c)**

**Q2. Answer: (a)**

**Q3. Answer: (d)**

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**Q4. Answer: (a)**

**Q5. Answer: (a)**

**Q6. Answer: (b)**

**Q7. Answer: (a)**

**Q8. Answer: (a)**

**Q9. Answer: (d)**

**Q10. Answer: (b)**

**Q11. Answer: (a)**

**Q12. Answer: (b)**

**Q13. Answer: (a)**

**Q14. Answer: (b)**

**Q15. Answer: (b)**

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