

MS Word - Multiple Choice Questions & Answers

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Font Paragraph Styles Editing

1. What is the extension of a Microsoft Word document?

- a) .doc
- b) .txt
- c) .pdf
- d) .docx

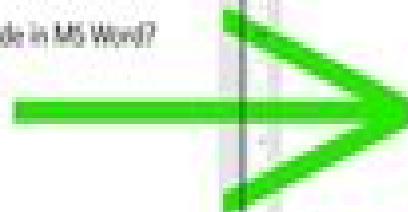
2. Which option is used to align text to the right side in MS Word?

- a) Left Align
- b) Center Align
- c) Right Align
- d) Justify

3. How do you insert a new page in MS Word?

- a) Ctrl + P
- b) Ctrl + N
- c) Ctrl + Enter
- d) Ctrl + S

4. What is the shortcut key to cut selected text in MS Word?



Document1 - Word

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Page Layout Paragraph

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- c) Ctrl + Enter
- d) Ctrl + S

4. What is the shortcut key to cut selected text in MS Word?

- a) Ctrl + C
- b) Ctrl + X
- c) Ctrl + V
- d) Ctrl + Z

5. Which menu in MS Word allows you to change the font style and size?

- a) Insert
- b) Home
- c) View
- d) Format

6. How do you make text in MS Word appear in italics?

# Microsoft Excell Multiple Choice Question And Answer

**JG Myers**



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