

MS Word - Multiple Choice Questions & Answers

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

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

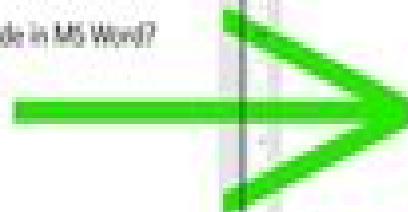
2. Which option is used to align text to the right side in MS Word?

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

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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?

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

**LL Leslie**



## **Microsoft Excell Multiple Choice Question And Answer:**

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