1. Which short keys is used to "Select All" Text?
   A. CTRL+A        B. CTRL+B
   C. CTRL+C        D. CTRL+D
   Answer: A

2. Which short keys is used to "Copy" Text?
   A. CTRL+B        B. CTRL+A
   C. CTRL+X        D. CTRL+C
   Answer: D

3. Which short keys is used to "Cut" Text?
   A. CTRL+O        B. CTRL+D
   C. CTRL+X        D. CTRL+M
   Answer: C

4. Which short keys is used to "Paste" Text?
   A. CTRL+U        B. CTRL+V
   C. CTRL+W        D. CTRL+X
   Answer: B

5. Which short keys is used to "Undo" Text?
   A. CTRL+N        B. CTRL+Y
   C. CTRL+X        D. CTRL+Z
   Answer: D

6. Which short keys is used to "Paste" Text?
   A. CTRL+A        B. CTRL+B
   C. CTRL+C        D. CTRL+D
7. Which short keys is used to "Underline" Text?
A. CTRL+B  
B. CTRL+U  
C. CTRL+O  
D. CTRL+N

Answer: B

8. Which short keys is used to "Italic" Text?
A. CTRL+O  
B. CTRL+S  
C. CTRL+L  
D. CTRL+I

Answer: D

9. Which short Function key is used to "Help"?
A. F1  
B. F2  
C. F3  
D. F4

Answer: A

10. Which short Function key is used to "Rename selected object"?
A. F1  
B. F8  
C. F2  
D. F11

Answer: C

11. Which short Function key is used to "Find all files"?
A. F1  
B. F2  
C. F3  
D. F4

Answer: C
12. Which short Function key is used to "Opens file list drop-down in dialogs"?
A. F1  
B. F2  
C. F3  
D. F4  
Answer: D

13. Which short Function key is used to "Refresh current window"?
A. F1  
B. F3  
C. F5  
D. F7  
Answer: C

14. Which short Function key is used to "Shifts focus in Windows Explorer"?
A. F2  
B. F4  
C. F6  
D. F8  
Answer: C

15. Which short Function key is used to "Activates menu bar options"?
A. F10  
B. F11  
C. F12  
D. None of these  
Answer: A

16. Which short keys is used to "Cycles between open applications"?
A. ALT+Spacebar  
B. ALT+TAB  
C. ALT+Ctrl  
D. None of these  
Answer: B

17. Which short keys is used to "Quit program, close current window"?
A. ALT+F1  
B. ALT+F2  
C. ALT+F3  
D. ALT+F4  

18. Which short keys is used to "Switch between current program windows"?
A. ALT+F5       B. ALT+F6       C. ALT+F7       D. ALT+F8
Answer: B

19. Which short keys is used to "Opens properties dialog"?
A. ALT+C       B. ALT+F1       C. ALT+Ctrl       D. ALT+ENTER
Answer: D

20. Which short keys is used to "System menu for current window"?
A. ALT+F4       B. ALT+Enter       C. ALT+Space       D. ALT+Ctrl
Answer: C

21. Which short keys is used to "Switch to parent folder"?
A. SPACE       B. BACKSPACE       C. ENTER       D. ALT
Answer: B

22. Which short keys is used to "Opens Start menu"?
A. CTRL+ESC       B. CTRL+SPACE       C. CTRL+ALT       D. CTRL+ENTER
Answer: A
23. Which short keys is used to "Opens task manager, reboots the computer"?
A. CTRL+ALT+ENTER  B. CTRL+ALT+SPACE  
C. CTRL+ALT+DEL   D. CTRL+ALT+F1
Answer: C

24. Which short keys is used to "Move through property tabs"?
A. CTRL+TAB  B. CTRL+BACKSPACE
C. CTRL+ENTER  D. CTRL+ALT
Answer: A

25. Which short keys is used to "Create shortcut"?
A. CTRL+SHIFT+BACKSPACE  B. CTRL+SHIFT+TAB
C. CTRL+SHIFT+DRAG  D. CTRL+SHIFT+ALT
Answer: C

26. Which short keys is used to "Copy File"?
A. CTRL+HOME  B. CTRL+DRAG
C. CTRL+ENTER  D. CTRL+SHIFT
Answer: B

27. Which short keys is used to "Cancel last function"?
A. Tab  B. Esc
C. Shift  D. Ctrl
Answer: B

28. Which short keys is used to "Press/hold SHIFT, insert CD-ROM to bypass auto-play"?
A. ESC  B. HOME
C. ENTER  D. SHIFT

29. Which short keys is used to "Move file"?
A. SHIFT+ESC  
B. SHIFT+DRAG  
C. SHIFT+PAGE DOWN  
D. SHIFT+PAGE UP

Answer: B

30. Which short keys is used to "Opens context menu"?
A. SHIFT+F7  
B. SHIFT+F8  
C. SHIFT+F9  
D. SHIFT+F10

Answer: D

31. Which short keys is used to "Full wipe delete"?
A. SHIFT+DELETE  
B. CTRL+DELETE  
C. ALT+DELETE  
D. ESC+DELETE

Answer: A

32. Which short keys is used to "Move file"?
A. ALT+underlined signs  
B. ALT+underlined special words  
C. ALT+underlined letter  
D. ALT+underlined num

Answer: C

33. Which short keys is used to "to beginning of line or far left of field or screen"?
A. Home  
B. End  
C. Insert  
D. Delete

Answer: A
34. Which short keys is used to "to end of line, or far right of field or screen"?
A. Home  
B. Page Down  
C. Page Up  
D. End  
Answer: D

35. Which short keys is used to "to the top"?
A. CTRL+INSERT  
B. CTRL+END  
C. CTRL+HOME  
D. CTRL+ALT  
Answer: C

36. Which short keys is used to "to the bottom"?
A. CTRL+HOME  
B. CTRL+END  
C. CTRL+PAGE UP  
D. CTRL+PAGE DOWN  
Answer: B

37. Which short keys is used to "moves document or dialog box up one page"?
A. PAGE UP  
B. PAGE DOWN  
C. HOME  
D. INSERT  
Answer: A

38. Which short keys is used to "moves document or dialog down one page"?
A. HOME  
B. END  
C. PAGE UP  
D. PAGE DOWN  
Answer: D

39. Which short keys is used to "move focus in documents, dialogs, etc."?
A. Functional Keys  
B. Home Key  
C. Arrow Keys  
D. None of these  

40. Which short keys is used to "next word" 
A. CTRL+ >  
B. CTRL+ <  
C. CTRL+<<  
D. CTRL+ >>  
Answer: A

41. Which short keys is used to "selects word" 
A. CTRL+SHIFT+ _  
B. CTRL+SHIFT+ <  
C. CTRL+SHIFT+ >  
D. CTRL+SHIFT+ =  
Answer: C

42. Which short keys is used to "Expand all under current selection" 
A. Numeric Keypad -  
B. Numeric Keypad +  
C. Numeric Keypad *  
D. Numeric Keypad &  
Answer: C

43. Which short keys is used to "Expands current selection" 
A. Numeric Keypad %  
B. Numeric Keypad +  
C. Numeric Keypad @  
D. Numeric Keypad $  
Answer: B

44. Which short keys is used to "Collapses current selection" 
A. Numeric Keypad !  
B. Numeric Keypad +  
C. Numeric Keypad -  
D. Numeric Keypad %  
Answer: C
45. Which short keys is used to "Expand current selection or go to first child"?  
A. !  
B. #  
C. %  
D. &  
Answer: A

46. Which short keys is used to "Collapse current selection or go to parent"?  
A. @  
B. *  
C. %  
D. ^  
Answer: C

47. Which special character is used to ‘ Opening single quote’?  
A. alt 0145  
B. alt 0146  
C. alt 0147  
D. alt 0148  
Answer: A

48. Which special character is used to ‘ Closing single quote’?  
A. alt 0143  
B. alt 0144  
C. alt 0145  
D. alt 0146  
Answer: D

49. Which special character is used to “ Opening double quote”?  
A. alt 0146  
B. alt 0147  
C. alt 0148  
D. alt 0149  
Answer: B

50. Which special character is used to “ Closing double quote”?  
A. alt 0146  
B. alt 0147  
C. alt 0148  
D. alt 0149  
Answer: C
51. Which special character is used to “– En dash”?
A. alt 0149       B. alt 0150
C. alt 0151       D. alt 0152

Answer: B

52. Which special character is used to “— Em dash”?
A. alt 0151       B. alt 0152
C. alt 0153       D. alt 0154

Answer: A

53. Which special character is used to “... Ellipsis”?
A. alt 0131       B. alt 0132
C. alt 0133       D. alt 0134

Answer: C

54. Which special character is used to “• Bullet”?
A. alt 0146       B. alt 0147
C. alt 0148       D. alt 0149

Answer: D

55. Which special character is used to “® Registration Mark”?
A. alt 0174       B. alt 0175
C. alt 0176       D. alt 0177

Answer: A
56. Which special character is used to "© Copyright "?
A. alt 0167  
B. alt 0168  
C. alt 0169  
D. alt 0170  
Answer: C

57. Which special character is used to "™ Trademark "?
A. alt 0153  
B. alt 0152  
C. alt 0151  
D. alt 0150  
Answer: A

58. Which special character is used to "° Degree symbol "?
A. alt 0175  
B. alt 0176  
C. alt 0177  
D. alt 0178  
Answer: B

59. Which special character is used to " 1⁄4 "?
A. alt 0187  
B. alt 0188  
C. alt 0189  
D. alt 0190  
Answer: B

60. Which special character is used to " 1⁄2 "?
A. alt 0189  
B. alt 0190  
C. alt 0191  
D. alt 0192  
Answer: A

61. Which special character is used to " 3⁄4 "?
A. alt 0187  
B. alt 0188  
C. alt 0189  
D. alt 0190  

62. Which special character is used to creating unique images in a uniform world for "é"?
A. alt 0233  
B. alt 0235  
C. alt 0237  
D. alt 0239  
Answer: A

63. Which special character is used to creating unique images in a uniform world for "É"?
A. alt 0198  
B. alt 0199  
C. alt 0200  
D. alt 0201  
Answer: D

64. Which special character is used to creating unique images in a uniform world for "ñ"?
A. alt 0239  
B. alt 0240  
C. alt 0241  
D. alt 0242  
Answer: C

65. Which special character is used to creating unique images in a uniform world for "÷"?
A. alt 0246  
B. alt 0247  
C. alt 0248  
D. alt 0249  
Answer: B

66. Which short keys is used for File menu options in current program "Edit options in current program"?
A. Alt + E  
B. Alt + F  
C. Alt + G  
D. Alt + H  
Answer: A

67. Which short keys is used for File menu options in current program "Universal help"?
68. Which short keys is used for File menu options in current program "Select all text"?
A. Ctrl + A  
B. Ctrl + B  
C. Ctrl + C  
D. Ctrl + D  
Answer: A

69. Which short keys is used for File menu options in current program "Cut selected item"?
A. Ctrl + A  
B. Ctrl + D  
C. Ctrl + C  
D. Ctrl + X  
Answer: D

70. Which short keys is used for "Home Go to beginning of current line"?
A. Alt + End Go to beginning of document  
B. Ctrl + End Go to beginning of document  
C. Alt + Home Go to beginning of document  
D. Ctrl + Home Go to beginning of document  
Answer: D

71. Which short keys is used for "End Go to end of current line"?
A. Alt + Home Go to end of document  
B. Alt + End Go to end of document  
C. Ctrl + End Go to end of document  
D. Ctrl + Home Go to end of document  
Answer: C

72. Which short keys is used for "Highlight from current position to beginning of line"?
A. Shift + End  
B. Shift + Home  
C. Shift + Esc  
D. Shift + Space  
Answer: B
73. Which short keys is used for "Highlight from current position to end of line"?
A. Shift + Insert  
B. Shift + Home  
C. Shift + End  
D. Shift + Esc

Answer: C

74. Which short keys is used for "Move one word to the left at a time"?
A. Ctrl + h  
B. Ctrl + f  
C. Ctrl + i  
D. Ctrl + y

Answer: B

75. Which short keys is used for "Move one word to the right at a time"?
A. Ctrl + g  
B. Ctrl + h  
C. Ctrl + i  
D. Ctrl + j

Answer: A

76. How will you switch the toggle keys either on or off?
A. Ctrl + Alt  
B. Ctrl + Asterisk sign  
C. Press Num Lock for 5 seconds  
D. Num lock + Plus sign (+)

Answer: C

77. F4 key is used
A. To display desktop  
B. To display system properties dialog box  
C. To display the items in the active list  
D. To display help

Answer: C

78. In order to select the first subfolder press
A. Right arrow  
B. Down arrow  
C. Left arrow  
D. Up arrow
79. Which key is used to open the organize favorites dialog box?
A.  Alt + B
B.  Ctrl + B
C.  Alt + E
D.  Ctrl + E

Answer: B

80. __________ is used to display the current selection if it is collapsed.
A.  Right arrow
B.  Enter
C.  End
D.  F9 key

Answer: A

81. The shortcut key Windows Logo + Break is used
A.  To display desktop
B.  To display help
C.  To display system properties dialog box
D.  To display the items in the active list

Answer: C

82. How to move backward through the options?
A.  Tab
B.  Shift + Tab
C.  Ctrl + Shift + Tab
D.  None

Answer: B

83. How to move backward through the tabs?
A.  Ctrl + Shift + Tab
B.  Shift + Tab
C.  Tab
D.  None of the above

Answer: A
84. In order to search for a file or a folder the key used is
A. F3 Key  
B. Windows Logo + F  
C. Both (a) and (b)  
D. Alt + Enter  

Answer: C

85. Which shortcut key is used to switch between enlarged and normal mode when a character is selected?
A. Alt  
B. Ctrl  
C. End  
D. Spacebar  

Answer: D

86. Ctrl + W is used to
A. Open a new window  
B. Open a saved window  
C. Open a new program  
D. Open a new file  

Answer: A

87. How will you display the favorites menu using shortcut key?
A. Alt + F  
B. Ctrl + F  
C. Alt + O  
D. Ctrl + O  

Answer: C

88. Alt + F4 key is used to
A. Quit the active program  
B. Close the active item  
C. Close the console  
D. All of the above  

Answer: D

89. To cycle through the screen elements in a window or on the desktop use
A. F5  
B. F6  
C. F7  
D. F8  

Answer: C
90. The key that is used to update the active window is
A. F5  B. F6
C. F7  D. F8
Answer: A

91. How to create a shortcut to the selected item?
A. Ctrl + Alt while dragging an item  B. Ctrl + Shift while dragging an item
C. Space + Alt + Shift while dragging an item  D. Ctrl + Alt + Shift while dragging an item
Answer: D

92. The shortcut key to activate the menu bar in the active program is
A. F9  B. F10
C. F11  D. F12
Answer: B

93. To open task manager the shortcut key is
A. Ctrl + Shift + Esc  B. Ctrl + Shift + Esc
C. Ctrl + Shift  D. Ctrl + Esc
Answer: B

94. How will you move the insertion point to the beginning of the previous paragraph?
A. Ctrl + Up arrow  B. Ctrl + Down arrow
C. Alt + Up arrow  D. Alt + Down arrow
Answer: A
95. The shortcut key to delete the selected item permanently without placing the item in the recycling bin is
A. Delete
B. F2 Key
C. Shift + Delete
D. All of the above

Answer: C

96. ________ is used to display the shortcut menu for the selected item
A. Shift + F10
B. Shift + F10
C. Ctrl + F10
D. F10

Answer: A

97. How will you display the system menu for the active window?
A. Alt + S
B. Shift + S
C. Press Ctrl + S for eight seconds
D. Alt + spacebar

Answer: D

98. To display the start menu, press
A. Ctrl + Alt + Esc
B. Ctrl + Esc
C. Alt + S
D. Ctrl + S

Answer: B

99. __________ is used to display the properties dialog box
A. Alt + Enter
B. Ctrl + Enter
C. Alt + Ctrl + Enter
D. Windows Logo + Enter

Answer: A

100. How to close the console?
A. Alt + F4
B. F4 Key
C. Ctrl + C
D. Alt + C
Answer: A