



Date : 5th Jan 2024

General Knowledge – Shortcut Keys

English

**Q:1** The shortcut key to save a document in MS Office is \_ \_ \_ \_ \_

1. Ctrl + A
2. Ctrl + D
3. Ctrl + M
4. Ctrl + S
5. None of the above

**Q:2** What is the shortcut key to cut the selected item?

1. Ctrl+X
2. Ctrl+C
3. Ctrl+U
4. Ctrl+S
5. Ctrl+F

**Q:3** What is the shortcut key to 'insert a picture from your device' in MS PowerPoint?

1. Alt+N, P, D
2. Alt+N, S, H
3. Alt+G, H
4. Ctrl+S
5. Alt+H, L

**Q:4** Which of the following is a shortcut key for print preview?

1. Ctrl + F2
2. Ctrl + 9
3. Ctrl + 0
4. Ctrl + B
5. None of these

**Q:5** Which of the following is the shortcut key most often used to open the homepage in the active tab?

1. Shift + Tab
2. Alt+End
3. Alt+Home
4. Alt + Page Up
5. none of these

**Q:6** Which of the following shortcut key is used to Auto sum in Microsoft Excel?

1. Tab + Enter
2. Alt + Space
3. Alt + Enter
4. Shift + Equals

5. Alt + Equals

**Q:7** Which of the following shortcut key is used to maximize the currently selected window?

1. Ctrl + S
2. Ctrl + F10
3. Ctrl + F9
4. Ctrl + F6
5. Ctrl + Tab

**Q:8** Which among the following is the shortcut key to open the old workbook?

1. Ctrl + F
2. Ctrl + O
3. Ctrl + Y
4. Ctrl + N
5. None of these

**Q:9** Which among the following is the shortcut key to move to the next workbook?

1. F6
2. Ctrl + F6
3. Alt + F6
4. Shift + F6
5. None of these

**Q:10** Which among the following shortcut key is used to refresh?

1. F7
2. F5
3. F4
4. F6
5. None of these



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### Answer Key

1. (4)	2. (1)	3. (1)	4. (1)	5. (3)
6. (5)	7. (2)	8. (2)	9. (2)	10. (2)

### Answers and Solutions

**Q:1** The correct answer is **Option 4** i.e. **Ctrl + S**  
To quickly save a file, press **Ctrl+S**

#### MS Office

Microsoft Office is **a suite of applications designed to help with productivity and completing common tasks on a computer.**

You can create and edit documents containing text and images, work with data in spreadsheets and databases, and create presentations and posters

Some popular apps in MS Office are

Microsoft Teams

Word

Excel

PowerPoint

Outlook

OneNote

OneDrive

**Q:2** The correct answer is **Option 1** i.e. **Ctrl+X**.  
Ctrl+U Change selected text to be underlined.  
Ctrl+F Open find window for current document or window.  
Ctrl+S Save current document file.  
Ctrl+X Cut selected item.  
Ctrl+C Copy selected item.

**Q:3** The correct answer is **Option 1** i.e. **Alt+N, P, D**.  
Save the presentation.  
Ctrl+S

**Insert a picture from your device.**

**Alt+N, P, D**

Insert a shape.

Alt+N, S, H

Select a theme.

Alt+G, H

Select a slide layout.

Alt+H, L

**Q:4** The correct answer is **option 1** i.e. **Ctrl + F2**.

**Ctrl + F2** is a shortcut key for print preview.

#### More Info:-

Ctrl + F4 Repeat the last action performed

Ctrl + 9 Hide a selected row

Ctrl + 0 Hide a selected column

**Q:5** The correct answer is **option 3** i.e. **Alt+Home**.

**Alt+Home** is the shortcut key most often used to open the homepage in the active tab.

**Q:6** The correct answer is **Option 5** i.e. **Alt + Equals**.

Alt + Equals shortcut key is used to Auto sum in Microsoft Excel.

Alt + Enter Inserts a new line within a cell

Shift + F2 Inserts a comment within a cell

Ctrl + K Adds a hyperlink to the selected data

Ctrl + R Fills a cell with data from the adjoining cell to the left

Ctrl + D Fills a cell with data from the above cell

**Q:7** The correct answer is **Option 2** i.e. **Ctrl + F10**.

Ctrl + F10 is a shortcut key that is used to maximize the currently selected window.

Ctrl + S Save the changes

Ctrl + F10 Maximize the currently selected window

Ctrl + Tab Move between two or more open Excel files

Ctrl + F9 Minimize the current window

Ctrl + F6 Switch between open

workbooks/windows

**Q:8** The correct answer is **Option 2** i.e. **Ctrl + O**.

Ctrl + O is the shortcut key to open the old workbook.

Ctrl+N: Create a new workbook

Ctrl+O: Open an existing workbook

Ctrl+S: Save a workbook

F12: Open the Save As dialog box

Ctrl+W: Close a workbook

Ctrl+F4: Close Excel

Ctrl+Y: Redo an action

**Q:9** The correct answer is **Option 2** i.e. **Ctrl + F6**.

Ctrl + F6 is the shortcut key to move the next workbook.

Ctrl+N: Create a new workbook

Ctrl+O: Open an existing workbook

Ctrl+S: Save a workbook



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F12: Open the Save As dialog box

Ctrl+W: Close a workbook

Ctrl+F4: Close Excel

Ctrl+Y: Redo an action

**Q:10** The correct answer is **Option 2** i.e. **F5**.

F5 is a shortcut key that is used to refresh.

F2 Rename selected icon.

F3 Start to find from the desktop.

F4 Open the drive selection when browsing/Repeat the last action performed

F5 refresh

F7 Spell check selected text and/or document.

