NAT I Computer Science Computer

Sr	Questions	Answers Choice
1	Change case command is found in the	A. Edit menu B. Format menu C. File menu D. Insert menu
2	Which of the following commands opens a document?	A. CTRL + S B. CTRL + W C. CTRL +O D. CTRL +N
3	Which of the following function keys is used to choose the save as command?	A. F2 B. F4 C. F10 D. F12
4	Which of the following function keys is used to choose GOTO command?	A. F3 B. F4 C. F5 D. F6
5	The keyboard shortcut used to undo the last action is	A. CTRL + Y B. CTRL + Z C. CTRL + V D. CTRL +X
6	The key board shortcut used to copy selected text or object is	A. CTRL + X B. CTRL + V C. CTRL + C D. CTRL + Y
7	The keyboard shortcut for decreasing font size is:	A. SHIFT + < B. CTRL + SHIFT +< C. ALT + SHIFT + < D. CTRL + ALT + <
8	In MS-Word the data that is being copied or moves is:	A. Temporarily stored in Recycle bin B. Permanently stored in Recycle bin C. Temporarily stored in clipboard D. Permanently stored in clipboard
9	The paragraph appears uneven on both edges in:	A. Left Alignment B. Right Alignment C. Justified Alignment D. Center Alignment
10	The tool used to find a similar or alternative word in a document is called:	A. Spell check B. Dictionary C. Thesaurus D. Autocorrect