

COMPUTERIZED OFFICE MANAGEMENT
BTS
MCQ QUESTIONS

1. Ctrl + U
 - A. Undelete the previously deleted text
 - B. Undo the last changes
 - C. Underline the document name
 - D. Underline the selected text**
2. Ctrl + V
 - A. Paste Texts in the beginning of Document
 - B. Paste Images in the beginning of Document
 - C. Paste Tables at the middle of Document
 - D. None of the above**
3. Ctrl + W
 - A. Save and Print the Document
 - B. Save and Close Word Application
 - C. Save and Close document**
 - D. Without Save, Close Document
4. Ctrl + X
 - A. Close Document
 - B. Close Word Application
 - C. Cut the Selected Contents**
 - D. Copy the Selected Contents
5. Ctrl + Y
 - A. Undo the last Action
 - B. Repeat the last Action**
 - C. Delete the last page
 - D. Delete the first page
6. Ctrl + Z
 - A. Undo the last Action**
 - B. Redo the last Action
 - C. Add the new page
 - D. Paste the contents from clipboard
7. Page Up Key
 - A. Moves the cursor one line up
 - B. Moves the cursor one screen up**
 - C. Moves the cursor one page up
 - D. Moves the cursor one paragraph up
8. Page Down Key
 - A. Moves the cursor one line down
 - B. Moves the cursor one page down
 - C. Moves the cursor one screen down**
 - D. Moves the cursor one paragraph down
9. Home Key
 - A. Moves the cursor beginning of the document
 - B. Moves the cursor beginning of the paragraph

Computerized Office Management Bts Mcq Questions

Kathleen Armour



Computerized Office Management Bts Mcq Questions:

Unveiling the Magic of Words: A Report on "**Computerized Office Management Bts Mcq Questions**"

In a world defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their ability to kindle emotions, provoke contemplation, and ignite transformative change is actually awe-inspiring. Enter the realm of "**Computerized Office Management Bts Mcq Questions**," a mesmerizing literary masterpiece penned with a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve into the book's central themes, examine its distinctive writing style, and assess its profound affect on the souls of its readers.

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