

Computer Shortcut Key

1. What is the shortcut key to open the History box?

- a) Shift+H
- b) Ctrl+H
- c) Alt+H
- d) F3

Answer: b

2. What is the shortcut key to open new tab in same window?

- a) Ctrl+T
- b) Ctrl+N
- c) Ctrl+K
- d) Ctrl+Q

Answer: a

3. What is the shortcut key to move to the beginning of a document?

- a) Alt + Home
- b) Ctrl + Up Arrow
- c) Shift + Home
- d) Home

Answer: d

4. What is the shortcut key to open the title bar menu?

- a) Window+Space
- b) Shift+Space
- c) Ctrl+Space
- d) Alt+Space

Answer: d

5. What is the shortcut key to open the Search box?

- a) Alt+Y
- b) Ctrl+E
- c) Shift+L
- d) Ctrl+S

Answer: b

6. What is the shortcut key to refresh the current webpage with cache override?

- a) Alt+F5
- b) Ctrl+F5
- c) Shift+F5
- d) F5

Answer: b

7. What is the shortcut key to display a shortcut menu for a link?

- a) Spacebar+F10
- b) SHIFT+F10
- c) Alt+F10
- d) Ctrl+F10

Answer: b

8. What is the shortcut key to restore closed tab?

- a) Ctrl+Alt+T
- b) Window+T
- c) Ctrl+Shift+Z
- d) Ctrl+Shift+T

Answer: d

9. What is the shortcut key to close the current window?

- a) Shift+C
- b) Ctrl+Q
- c) Ctrl+W
- d) Alt+U

Answer: c

10. What is the shortcut key to open a new window?

- a) Shift+N
- b) Ctrl+N
- c) Alt+N
- d) None of these

Answer: b

11. What is the shortcut key to jump to the Instant Search box?

- a) Alt+S
- b) Alt+Shift+S
- c) Shift+E
- d) Ctrl+E

Answer: d

12. What is the shortcut key to go to next webpage?

- a) Ctrl+Arrow Right
- b) Alt+Arrow Right
- c) Window+Arrow Right
- d) Shift+Arrow Right

Answer: b

13. What is the shortcut key to open the favorites box?

- a) Alt+F
- b) CTRL+F
- c) CTRL+I (Answer)
- d) Shift+L

Answer: c

14. What is the shortcut key to turn full page view on or off?

- a) F11 (Answer)

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- b) F4
- c) F9
- d) F6

Answer: a

15. What is the shortcut key to open private browsing window?

- a) Alt+Shift+P
- b) Ctrl+Alt+P
- c) Ctrl+Shift+F
- d) Ctrl+Shift+P

Answer: d

16) How will you switch the toggle keys either on or off?

- a) Press Num Lock for 5 seconds
- b) Num lock + Plus sign (+)
- c) Ctrl + Asterisk sign
- d) Ctrl + Alt

Answer: A

17) F4 key is used

- a) To display the items in the active list
- b) To display help
- c) To display desktop
- d) To display system properties dialog box

Answer: A

18) In order to select the first subfolder press

- a) Down arrow
- b) Up arrow
- c) Right arrow
- d) Left arrow

Answer: C

19) Which key is used to open the organize favorites dialog box?

- a) Alt + E
- b) Alt + B
- c) Ctrl + E
- d) Ctrl + B

Answer: D

20) _____ is used to display the current selection if it is collapsed.

- a) End
- b) Right arrow
- c) F9 key
- d) Enter

Answer: B

21) The shortcut key Windows Logo + Break is used

- a) To display the items in the active list
- b) To display help
- c) To display desktop
- d) To display system properties dialog box

Answer: D

22) How to move backward through the options?

- a) Ctrl + Shift +Tab
- b) Tab
- c) Shift + Tab
- d) None of the above

Answer: C

23) How to move backward through the tabs?

- a) Ctrl + Shift +Tab
- b) Tab
- c) Shift + Tab
- d) None of the above

Answer: A

24) In order to search for a file or a folder the key used is

- a) Windows Logo + F
- b) F3 Key
- c) Both 1 and 2
- d) Alt +Enter

Answer: C

25) Which shortcut key is used to switch between enlarged and normal mode when a character is selected?

- a) End
- b) Spacebar
- c) Alt
- d) Ctrl

Answer: B

26) Ctrl + W is used to

- a) Open a saved window
- b) Open a new file
- c) Open a new window
- d) Open a new program

Answer: C

27) How will you display the favorites menu using shortcut key?

- a) Alt + O
- b) Alt + F
- c) Ctrl + O
- d) Ctrl + F

Answer: A

28) Alt + F4 key is used to

- a) Close the active item
- b) Quit the active program
- c) Close the console
- d) All of the above

Answer: D

29) To cycle through the screen elements in a window or on the desktop use

- F6 Key
- F4 Key
- F3 Key
- F10 Key

Answer: A

30) The key that is used to update the active window is

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- a) F1
- b) F5
- c) F2
- d) F6

Answer: B

31) How to create a shortcut to the selected item?

- a) Ctrl + Shift while dragging an item
- b) Ctrl + Alt while dragging an item
- c) Ctrl + Alt + Shift while dragging an item
- d) None of the above

Answer: A

32) Which of the following is used to highlight a block of text?

- a) Ctrl + Shift + Up arrow key
- b) Ctrl + Shift + Down arrow key
- c) Ctrl + Shift + Left arrow key
- d) Any of the above

Answer: D

33) The shortcut key to activate the menu bar in the active program is

- a) F1 Key
- b) F4 Key
- c) F8 Key
- d) F10 key

Answer : D

34) To open task manager the shortcut key is

- a) Ctrl + Shift + Esc
- b) Ctrl + Alt + Esc
- c) Ctrl + Esc
- d) Alt + Esc

Answer : A

35) How will you move the insertion point to the beginning of the previous paragraph?

- a) Alt + Up arrow
- b) Ctrl + Up arrow
- c) Alt + Down arrow
- d) Ctrl + Down arrow

Answer : B