

MS Word (Microsoft 365) - 500 MCQs (Corrected)

1. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

2. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

3. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

4. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

5. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

6. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

7. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

8. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

9. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

10. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

11. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

12. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

13. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

14. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

15. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

16. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

17. Spelling check ka shortcut kya hai?

- A. F5
- B. F7

- C. F8
- D. F9

Answer: B

18. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

19. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

20. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

21. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

22. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

23. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

24. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

25. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

26. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

27. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

28. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

29. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

30. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

31. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

32. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

33. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

34. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z

- C. Ctrl + X
- D. Ctrl + C

Answer: B

35. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

36. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

37. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

38. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

39. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

40. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

41. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

42. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

43. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

44. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

45. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

46. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

47. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

48. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

49. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

50. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

51. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

52. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

53. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

54. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

55. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

56. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

57. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

58. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

59. Print preview kis option me hota hai?

- A. Home
- B. Insert

- C. File
 - D. Review
- Answer: C**

60. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

61. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

62. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

63. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

64. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

65. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

66. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

67. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

68. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

69. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

70. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

71. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

72. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

73. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

74. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

75. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

76. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

77. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

78. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

79. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

80. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

81. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

82. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

83. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

84. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z

- C. Ctrl + X
- D. Ctrl + C

Answer: B

85. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

86. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

87. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

88. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

89. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

90. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

91. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

92. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

93. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

94. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

95. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

96. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

97. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

98. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

99. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

100. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

101. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

102. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

103. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

104. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

105. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

106. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

107. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

108. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

109. Print preview kis option me hota hai?

- A. Home
- B. Insert

- C. File
 - D. Review
- Answer: C**

110. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

111. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

112. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

113. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

114. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

115. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

116. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

117. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

118. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

119. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

120. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

121. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

122. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

123. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

124. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

125. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

126. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

127. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

128. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

129. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

130. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

131. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

132. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

133. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

134. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z

- C. Ctrl + X
- D. Ctrl + C

Answer: B

135. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

136. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

137. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

138. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

139. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

140. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

141. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

142. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

143. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

144. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

145. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

146. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

147. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

148. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

149. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

150. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

151. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

152. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

153. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

154. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

155. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

156. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

157. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

158. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

159. Print preview kis option me hota hai?

- A. Home
- B. Insert

- C. File
 - D. Review
- Answer: C**

160. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

161. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

162. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

163. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

164. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

165. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

166. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

167. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

168. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

169. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

170. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

171. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

172. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

173. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

174. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

175. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

176. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

177. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

178. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

179. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

180. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

181. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

182. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

183. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

184. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z

- C. Ctrl + X
- D. Ctrl + C

Answer: B

185. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

186. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

187. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

188. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

189. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

190. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

191. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

192. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

193. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

194. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

195. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

196. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

197. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

198. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

199. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

200. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

201. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

202. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

203. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

204. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

205. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

206. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

207. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

208. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

209. Print preview kis option me hota hai?

- A. Home
- B. Insert

- C. File
 - D. Review
- Answer: C**

210. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

211. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

212. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

213. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

214. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

215. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

216. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

217. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

218. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

219. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

220. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

221. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

222. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

223. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

224. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

225. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

226. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

227. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

228. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

229. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

230. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

231. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

232. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

233. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

234. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z

- C. Ctrl + X
- D. Ctrl + C

Answer: B

235. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

236. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

237. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

238. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

239. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

240. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

241. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

242. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

243. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

244. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

245. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

246. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

247. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

248. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

249. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

250. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

251. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

252. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

253. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

254. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

255. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

256. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

257. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

258. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

259. Print preview kis option me hota hai?

- A. Home
- B. Insert

- C. File
 - D. Review
- Answer: C**

260. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

261. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

262. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

263. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

264. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

265. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

266. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

267. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

268. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

269. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

270. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

271. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

272. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

273. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

274. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

275. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

276. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

277. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

278. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

279. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

280. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

281. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

282. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

283. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

284. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z

- C. Ctrl + X
- D. Ctrl + C

Answer: B

285. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

286. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

287. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

288. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

289. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

290. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

291. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

292. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

293. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

294. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

295. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

296. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

297. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

298. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

299. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

300. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

301. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

302. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

303. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

304. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

305. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

306. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

307. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

308. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

309. Print preview kis option me hota hai?

- A. Home
- B. Insert

- C. File
 - D. Review
- Answer: C**

310. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

311. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

312. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

313. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

314. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

315. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

316. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

317. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

318. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

319. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

320. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

321. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

322. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

323. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

324. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

325. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

326. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

327. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

328. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

329. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

330. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

331. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

332. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

333. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

334. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z

- C. Ctrl + X
- D. Ctrl + C

Answer: B

335. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

336. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

337. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

338. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

339. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

340. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

341. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

342. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

343. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

344. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

345. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

346. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

347. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

348. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

349. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

350. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

351. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
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- D. .txt

Answer: A

352. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

353. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

354. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

355. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

356. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

357. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

358. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

359. Print preview kis option me hota hai?

- A. Home
- B. Insert

- C. File
 - D. Review
- Answer: C**

360. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

361. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

362. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

363. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

364. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

365. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

366. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

367. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

368. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

369. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

370. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

371. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
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- D. .txt

Answer: A

372. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

373. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

374. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

375. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

376. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

377. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

378. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

379. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

380. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

381. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

382. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

383. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

384. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z

- C. Ctrl + X
- D. Ctrl + C

Answer: B

385. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

386. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

387. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

388. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

389. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

390. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

391. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

392. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

393. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

394. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

395. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

396. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

397. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

398. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

399. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

400. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

401. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

402. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

403. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

404. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

405. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

406. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

407. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

408. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

409. Print preview kis option me hota hai?

- A. Home
- B. Insert

- C. File
 - D. Review
- Answer: C**

410. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

411. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

412. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

413. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

414. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

415. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

416. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

417. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

418. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

419. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

420. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

421. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

422. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

423. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

424. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

425. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

426. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

427. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

428. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

429. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

430. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

431. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
- C. .pptx
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Answer: A

432. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

433. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

434. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z

- C. Ctrl + X
- D. Ctrl + C

Answer: B

435. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

436. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

437. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

438. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

439. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

440. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

441. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
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Answer: A

442. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

443. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

444. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

445. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

446. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

447. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

448. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

449. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

450. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

451. MS Word ka default file extension kya hota hai?

- A. .docx
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Answer: A

452. Bold karne ki shortcut key kya hai?

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- C. Ctrl + U
- D. Ctrl + P

Answer: B

453. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

454. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

455. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

456. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

457. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

458. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

459. Print preview kis option me hota hai?

- A. Home
- B. Insert

- C. File
 - D. Review
- Answer: C**

460. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

461. MS Word ka default file extension kya hota hai?

- A. .docx
- B. .xlsx
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Answer: A

462. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
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Answer: B

463. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

464. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

465. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

466. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

467. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
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- D. F9

Answer: B

468. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

469. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

470. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

471. MS Word ka default file extension kya hota hai?

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472. Bold karne ki shortcut key kya hai?

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Answer: B

473. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
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- C. Ctrl + E
- D. Ctrl + J

Answer: C

474. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

475. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

476. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
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Answer: B

477. Spelling check ka shortcut kya hai?

- A. F5
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Answer: B

478. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

479. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

480. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B

481. MS Word ka default file extension kya hota hai?

- A. .docx
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Answer: A

482. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
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- C. Ctrl + U
- D. Ctrl + P

Answer: B

483. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

484. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
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- C. Ctrl + X
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Answer: B

485. Header & Footer kis tab me milta hai?

- A. Home
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Answer: B

486. Table insert karne ke liye kaunsa tab use hota hai?

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Answer: B

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- A. F5
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Answer: B

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- A. F12
- B. Ctrl + S
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- D. Ctrl + O

Answer: A

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- A. Home
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- C. File
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Answer: C

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- A. Ctrl + H
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- D. Ctrl + K

Answer: B

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- A. .docx
- B. .xlsx
- C. .pptx
- D. .txt

Answer: A

492. Bold karne ki shortcut key kya hai?

- A. Ctrl + I
- B. Ctrl + B
- C. Ctrl + U
- D. Ctrl + P

Answer: B

493. Text ko center align karne ki shortcut key kya hai?

- A. Ctrl + L
- B. Ctrl + R
- C. Ctrl + E
- D. Ctrl + J

Answer: C

494. Undo karne ki shortcut key kya hai?

- A. Ctrl + Y
- B. Ctrl + Z
- C. Ctrl + X
- D. Ctrl + C

Answer: B

495. Header & Footer kis tab me milta hai?

- A. Home
- B. Insert
- C. Design
- D. Layout

Answer: B

496. Table insert karne ke liye kaunsa tab use hota hai?

- A. Home
- B. Insert
- C. Review
- D. View

Answer: B

497. Spelling check ka shortcut kya hai?

- A. F5
- B. F7
- C. F8
- D. F9

Answer: B

498. Save As ka shortcut kya hai?

- A. F12
- B. Ctrl + S
- C. Ctrl + P
- D. Ctrl + O

Answer: A

499. Print preview kis option me hota hai?

- A. Home
- B. Insert
- C. File
- D. Review

Answer: C

500. Find ka shortcut kya hai?

- A. Ctrl + H
- B. Ctrl + F
- C. Ctrl + G
- D. Ctrl + K

Answer: B