

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

L Towne



Computerized Office Management Bts Mcq Questions:

Decoding **Computerized Office Management Bts Mcq Questions**: Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its power to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Computerized Office Management Bts Mcq Questions**," a mesmerizing literary creation penned with a celebrated wordsmith, readers attempt an enlightening odyssey, unraveling the intricate significance of language and its enduring affect our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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