


**SATISH CHANDRA MEMORIAL SCHOOL**

SESSION - 2020-2021

**MCQs ON CHAPTER 6 : EDITING AND FORMATTING TEXT IN MS WORD 2013**

1. To select the entire document text using a keyboard ,we press the \_\_\_\_\_ key combinations.
  - a) **Ctrl + A**
  - b) Shift + A
  - c) Ctrl + C
  - d) Ctrl + X
  
2. Which key is used to remove the character to the right of the current cursor position?
  - a) Backspace
  - b) Shift
  - c) **Delete**
  - d) End
  
3. To select an entire paragraph \_\_\_\_\_ anywhere on the paragraph.
  - a) left click
  - b) right click
  - c) double click
  - d) **Triple-click**
  
4.  Clear all formatting option is present in the \_\_\_\_\_ group under home tab.
  - a) Clipboard
  - b) **Font**
  - c) Paragraph
  - d) styles

5. Which command is used to remove the text from its original location and insert the text at the new location?

a) Copy , Paste

b) Cut , Paste

6. What is the shortcut key to change the alignment of text to CENTER?

a) Ctrl + C

b) Ctrl + J

c) Ctrl + E

d) Ctrl + R

7. \_\_\_\_\_ Key combination selects one character to the Right.

a) Ctrl + Right arrow

b) Shift+ R

c) Ctrl + R

d) Shift + Right arrow

8. Which of the following alignment options places the text evenly between both the margins so that none of the edges of the text appear ragged?

a) Justify

b) Align text left

c) Center

d) Align text right