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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

B Lingard



Computerized Office Management Bts Mcq Questions:

This book delves into Computerized Office Management Bts Mcq Questions. Computerized Office Management Bts Mcq Questions is a vital topic that needs to be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Computerized Office Management Bts Mcq Questions, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Computerized Office Management Bts Mcq Questions
 - Chapter 2: Essential Elements of Computerized Office Management Bts Mcq Questions
 - Chapter 3: Computerized Office Management Bts Mcq Questions in Everyday Life
 - Chapter 4: Computerized Office Management Bts Mcq Questions in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, this book will provide an overview of Computerized Office Management Bts Mcq Questions. This chapter will explore what Computerized Office Management Bts Mcq Questions is, why Computerized Office Management Bts Mcq Questions is vital, and how to effectively learn about Computerized Office Management Bts Mcq Questions.
 3. In chapter 2, the author will delve into the foundational concepts of Computerized Office Management Bts Mcq Questions. This chapter will elucidate the essential principles that need to be understood to grasp Computerized Office Management Bts Mcq Questions in its entirety.
 4. In chapter 3, this book will examine the practical applications of Computerized Office Management Bts Mcq Questions in daily life. The third chapter will showcase real-world examples of how Computerized Office Management Bts Mcq Questions can be effectively utilized in everyday scenarios.
 5. In chapter 4, the author will scrutinize the relevance of Computerized Office Management Bts Mcq Questions in specific contexts. The fourth chapter will explore how Computerized Office Management Bts Mcq Questions is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, the author will draw a conclusion about Computerized Office Management Bts Mcq Questions. This chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Computerized Office Management Bts Mcq Questions.

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