

## OFFICE MCQs

1. Pressing F8 key for three times selects

- A) A word
- B) A sentence
- C) A paragraph
- D) Entire document

2. What happens if you press Ctrl + Shift + F8?

- A) It activates extended selection
- B) It activates the rectangular selection
- C) It selects the paragraph on which the insertion line is.
- D) None of above

3. How can you disable extended selection mode?

- A) Press F8 again to disable
- B) Press Del to disable
- C) Press Esc to disable
- D) Press Enter to disable

4. What does EXT indicator on status bar of MS Word indicate?

- A) It indicates whether the external text is pasted on document or not
- B) It indicates whether extended add-ons are installed on MS Word or not
- C) It indicates whether Extended Selection mode is turned on or off
- D) None of above

5. What is the maximum number of lines you can set for a drop cap?

- A) 3
- B) 10
- C) 15
- D) 20

# Microsoft Office General Mcqs Filetype

**Rachel Sandford**



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