

Keyboard Shortcuts MCQs

Microsoft Windows · Dialog Box · Natural Keyboard · Remote Desktop · Internet Explorer

Total Questions: 96

✓ Correct Answer Highlighted

Format: 4-Option MCQ

Section 1: Microsoft Windows General Shortcuts

Q1 What is the keyboard shortcut for Copy in Microsoft Windows?

A. CTRL + X

✓. CTRL + C

C. CTRL + V

D. CTRL + Z

Q2 Which shortcut key is used to Cut a selected item?

A. CTRL + C

B. CTRL + Z

✓. CTRL + X

D. CTRL + V

Q3 What does CTRL + V do in Microsoft Windows?

A. Copy

B. Cut

C. Undo

✓. Paste

Q4 Which shortcut key is used to Undo an action?

A. CTRL + C

✓. CTRL + Z

C. CTRL + X

D. DELETE

Q5 What does pressing the DELETE key do?

A. Copy the item

B. Cut the item

✓. Delete the item

D. Rename the item

Q6 Which shortcut permanently deletes a selected item without placing it in the Recycle Bin?

A. CTRL + DELETE

B. ALT + DELETE

✓. SHIFT + DELETE

D. CTRL + SHIFT + D

Q7 What happens when you hold CTRL while dragging an item?

A. Move the item

B. Delete the item

C. Rename the item	✓. Copy the selected item
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Q8 What does CTRL + SHIFT while dragging an item do?	
A. Copy the item	B. Delete the item
✓. Create a shortcut to the selected item	D. Move the item

Q9 Which function key is used to Rename the selected item?	
A. F1	✓. F2
C. F3	D. F4

Q10 What does CTRL + RIGHT ARROW do?	
A. Move to beginning of previous word	✓. Move to beginning of next word
C. Move to beginning of next paragraph	D. Move to beginning of previous paragraph

Q11 What does CTRL + LEFT ARROW do?	
A. Move the insertion point to the beginning of the next word	✓. Move the insertion point to the beginning of the previous word
C. Move to beginning of next paragraph	D. Move to end of line

Q12 What does CTRL + DOWN ARROW do?	
A. Move to beginning of previous paragraph	B. Move to beginning of next word
✓. Move to beginning of the next paragraph	D. Move to end of document

Q13 What does CTRL + UP ARROW do?	
A. Move to beginning of next paragraph	✓. Move to beginning of the previous paragraph
C. Move to beginning of next word	D. Move to end of line

Q14 What is the function of CTRL + SHIFT with any of the arrow keys?	
A. Delete selected text	✓. Highlight a block of text
C. Copy selected text	D. Undo last action

Q15 Which shortcut key is used to Select All items in a window or document?	
A. CTRL + S	B. CTRL + F
✓. CTRL + A	D. CTRL + D

Q16 Which function key is used to Search for a file or a folder?

A. F1

B. F2

✓. F3

D. F4

Q17 What does ALT + ENTER do for a selected item?

A. Open the item

B. Delete the item

C. Rename the item

✓. View the properties for the selected item

Q18 Which shortcut closes the active item or quits the active program?

A. ALT + F2

✓. ALT + F4

C. CTRL + F4

D. ALT + ESC

Q19 What does ALT + ENTER do for the selected object?

A. Open the object

✓. Display the properties of the selected object

C. Delete the object

D. Copy the object

Q20 What does ALT + SPACEBAR do?

A. Open the Start menu

B. Display the System menu for the active window

C. Switch between open items

✓. Open the shortcut menu for the active window

Q21 Which shortcut closes the active document in programs that support multiple open documents?

A. ALT + F4

✓. CTRL + F4

C. CTRL + W

D. ALT + W

Q22 What does ALT + TAB do?

✓. Switch between the open items

B. Open the Start menu

C. Cycle through items in order opened

D. Close the active item

Q23 What does ALT + ESC do?

A. Close the active item

B. Switch between open items

✓. Cycle through items in the order that they had been opened

D. Open the Start menu

Q24 What does the F6 key do?	
A. Search for a file	B. Rename selected item
✓. Cycle through the screen elements in a window or on the desktop	D. Open Address bar list
Q25 Which key displays the Address bar list in My Computer or Windows Explorer?	
A. F3	✓. F4
C. F5	D. F6
Q26 What does SHIFT + F10 do?	
A. Open the Start menu	✓. Display the shortcut menu for the selected item
C. Close the active window	D. Refresh the active window
Q27 What does ALT + SPACEBAR do for the active window?	
A. Close the window	B. Minimize the window
✓. Display the System menu for the active window	D. Open the shortcut menu
Q28 What does ALT + ESC display?	
A. The Start menu	B. The System menu
C. The shortcut menu	✓. Cycles through items in the order that they had been opened
Q29 What does ALT + Underlined letter in a menu name do?	
A. Close the menu	✓. Display the corresponding menu
C. Open the Start menu	D. Select all items
Q30 What does the F10 key do?	
A. Display Help	B. Rename selected item
✓. Activate the menu bar in the active program	D. Update the active window
Q31 What does RIGHT ARROW do in an open menu?	
A. Close a submenu	✓. Open the next menu to the right, or open a submenu

C. Open the Start menu	D. Move to previous menu
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Q32 What does LEFT ARROW do in an open menu?

A. Open a submenu	B. Open the next menu to the right
✓. Open the next menu to the left, or close a submenu	D. Close the active window

Q33 Which key updates (refreshes) the active window?

A. F3	B. F4
✓. F5	D. F6

Q34 What does BACKSPACE do in My Computer or Windows Explorer?

A. Delete the selected item	B. Go back to previous folder
✓. View the folder one level up	D. Open the folder

Q35 Which key cancels the current task?

A. DELETE	B. BACKSPACE
✓. ESC	D. F5

Q36 What does pressing SHIFT when inserting a CD-ROM do?

A. Opens the CD-ROM automatically	✓. Prevents the CD-ROM from automatically playing
C. Ejects the CD-ROM	D. Formats the CD-ROM

Section 2: Dialog Box – Keyboard Shortcuts

Q37 What does CTRL + TAB do in a dialog box?

A. Move backward through tabs	✓. Move forward through the tabs
C. Close the dialog box	D. Select all options

Q38 What does CTRL + SHIFT + TAB do in a dialog box?

A. Move forward through tabs	✓. Move backward through the tabs
C. Select an option	D. Close the tab

Q39 What does TAB do in a dialog box?

A. Move backward through the options	B. Close the dialog box
✓. Move forward through the options	D. Select the active option

Q40 What does SHIFT + TAB do in a dialog box?

A. Move forward through the options	✓. Move backward through the options
C. Close the dialog	D. Select all

Q41 What does ALT + Underlined letter do in a dialog box?

A. Close the dialog box	✓. Perform the corresponding command or select the corresponding option
C. Move to next tab	D. Display Help

Q42 What does ENTER do in a dialog box?

A. Close the dialog box	B. Move to next option
✓. Perform the command for the active option or button	D. Select all text

Q43 What does the SPACEBAR do when the active option is a check box?

A. Checks all boxes	✓. Select or clear the check box
C. Move to next option	D. Close the dialog

Q44 What do Arrow keys do when the active option is a group of option buttons?

A. Close the dialog	B. Move to next tab
✓. Select a button if the active option is a group of option buttons	D. Select all options

Q45 Which key displays Help in a dialog box?

A. F2	B. F3
C. F4	✓. F1

Q46 What does F4 key do in a dialog box?

A. Display Help	✓. Display the items in the active list
C. Close the dialog	D. Move forward through tabs

Q47 What does BACKSPACE do in the Save As or Open dialog box?

A. Delete the selected folder	✓. Open a folder one level up if a folder is selected
C. Cancel the operation	D. Go back to desktop

Section 3: Microsoft Natural Keyboard Shortcuts

Q48 What does the Windows Logo key do?

A. Open My Computer	✓. Display or hide the Start menu
C. Open the Run dialog	D. Lock the keyboard

Q49 What does Windows Logo + BREAK do?

A. Open My Computer	B. Display the Run dialog
✓. Display the System Properties dialog box	D. Lock the keyboard

Q50 What does Windows Logo + D do?

A. Open My Computer	✓. Display the desktop
C. Open the Run dialog	D. Lock the keyboard

Q51 What does Windows Logo + M do?

✓. Minimize all of the windows	B. Open My Computer
C. Open Utility Manager	D. Restore minimized windows

Q52 What does Windows Logo + SHIFT + M do?

A. Minimize all windows	B. Open My Computer
✓. Restore the minimized windows	D. Lock the keyboard

Q53 What does Windows Logo + E do?

✓. Open Windows Explorer / My Computer	B. Open Windows Help
C. Lock the keyboard	D. Open Utility Manager

Q54 What does Windows Logo + F do?

✓. Search for a file or a folder	B. Display Windows Help
C. Open My Computer	D. Open the Run dialog box

Q55 What does CTRL + Windows Logo + F do?

A. Search for a file or folder	✓. Search for computers
C. Open Run dialog	D. Display Help

Q56 What does Windows Logo + F1 do?

A. Open My Computer	✓. Display Windows Help
C. Open Run dialog	D. Lock the keyboard

Q57 What does Windows Logo + L do?

A. Open My Computer	B. Open Utility Manager
✓. Lock the keyboard	D. Open Windows Help

Q58 What does Windows Logo + R do?

A. Open My Computer	✓. Open the Run dialog box
C. Restore minimized windows	D. Open Windows Help

Q59 What does Windows Logo + U do?

A. Open My Computer	B. Lock the keyboard
✓. Open Utility Manager	D. Display Windows Help

Q60 How long must you hold Right SHIFT to Switch Filter Keys on or off?

A. Four seconds	B. Six seconds
✓. Eight seconds	D. Ten seconds

Q61 What does Left ALT + left SHIFT + PRINT SCREEN do?

✓. Switch High Contrast either on or off	B. Switch MouseKeys on or off
C. Switch Sticky Keys on or off	D. Switch Filter Keys on or off

Q62 What does Left ALT + left SHIFT + NUM LOCK do?

A. Switch High Contrast on or off	✓. Switch the MouseKeys either on or off
C. Switch Sticky Keys on or off	D. Switch Filter Keys on or off

Q63 How many times must you press SHIFT to Switch the Sticky Keys on or off?

A. Three times	B. Four times
✓. Five times	D. Six times

Section 4: Windows Explorer Keyboard Shortcuts

Q64 How long must you hold NUM LOCK to Switch the ToggleKeys on or off?

- | | |
|------------------|------------------|
| A. Three seconds | B. Four seconds |
| ✓. Five seconds | D. Eight seconds |

Q65 What does the END key do in Windows Explorer?

- | | |
|---------------------------------|------------------------------------|
| A. Display top of active window | ✓. Display bottom of active window |
| C. Select all items | D. Go to parent folder |

Q66 What does the HOME key do in Windows Explorer?

- | | |
|------------------------------------|---|
| A. Display bottom of active window | ✓. Display the top of the active window |
| C. Select all items | D. Close the window |

Q67 What does NUM LOCK + Asterisk sign (*) do?

- | | |
|---|--|
| ✓. Display all subfolders under the selected folder | B. Display the contents of selected folder |
| C. Minimize the window | D. Rename the folder |

Section 5: MMC Console Keyboard Shortcuts

Q68 What does NUM LOCK + Plus sign (+) do?

- | | |
|--|-------------------------------|
| A. Display all subfolders | B. Rename the selected folder |
| ✓. Display the contents of the selected folder | D. Close the folder |

Q69 What does SHIFT + F10 do in MMC Console?

- | | |
|---|-------------------------------|
| A. Display the Help topic | B. Update all console windows |
| ✓. Display the Action shortcut menu for the selected item | D. Close the console |

Q70 What does F1 key do in MMC Console?

- | | |
|--|--|
| A. Update the content of all console windows | ✓. Open the Help topic for the selected item |
| C. Display the Action shortcut menu | D. Close the console |

Q71 What does F5 key do in MMC Console?

A. Open Help topic	✓. Update the content of all console windows
C. Maximize the active console window	D. Restore the active console window

Q72 What does CTRL + F10 do in MMC Console?

A. Restore the active console window	B. Update all console windows
✓. Maximize the active console window	D. Close the console

Q73 What does CTRL + F5 do in MMC Console?

A. Maximize the active console window	✓. Restore the active console window
C. Update the content of all console windows	D. Close the console

Q74 What does ALT + ENTER do in MMC Console?

A. Close the Properties dialog box	✓. Display the Properties dialog box, if any, for the selected item
C. Open Help topic	D. Maximize the console

Q75 What does F2 key do in MMC Console?

A. Open Help topic	B. Update the console window
✓. Rename the selected item	D. Display Action menu

Section 6: Remote Desktop Connection Navigation

Q76 What does CTRL + F4 do in MMC Console?

A. Maximize the active console window	B. Restore the console window
✓. Close the active console window	D. Open the Help topic

Q77 What does CTRL + ALT + END do in Remote Desktop Connection?

A. Display the Windows menu	B. Switch between programs
✓. Open the Microsoft Windows NT Security dialog box	D. Display the Start menu

Q78 What does ALT + PAGE UP do in Remote Desktop?

A. Switch between programs from right to left	B. Display the Start menu
✓. Switch between programs from left to right	D. Display the Windows menu

Q79 What does ALT + PAGE DOWN do in Remote Desktop?

A. Switch between programs from left to right	✓. Switch between programs from right to left
C. Display the Start menu	D. Cycle through programs in order used

Q80 What does ALT + INSERT do in Remote Desktop?

A. Display the Start menu	B. Switch programs from left to right
C. Display the Windows menu	✓. Cycle through the programs in most recently used order

Q81 What does ALT + HOME do in Remote Desktop?

A. Display the Windows menu	✓. Display the Start menu
C. Switch between programs	D. Cycle through programs

Q82 What does CTRL + ALT + BREAK do in Remote Desktop?

A. Display the Windows menu	B. Display the Start menu
✓. Switch the client computer between a window and a full screen	D. Cycle through programs

Q83 What does ALT + DELETE do in Remote Desktop?

A. Display the Start menu	✓. Display the Windows menu
C. Switch between programs	D. Cycle through programs

Q84 What does CTRL + ALT + Minus sign (-) do in Remote Desktop?

A. Take a snapshot of entire client window area	✓. Place a snapshot of the active window in the client on the Terminal server clipboard
C. Display the Start menu	D. Switch between programs

Section 7: Microsoft Internet Explorer Shortcuts

Q85 What does CTRL + ALT + Plus sign (+) do in Remote Desktop?

A. Place snapshot of active window on clipboard	B. Display the Start menu
✓. Place a snapshot of the entire client window area on the Terminal server clipboard	D. Switch between programs

Q86 What does CTRL + B do in Internet Explorer?

A. Open the Search bar	B. Start the Find utility
✓. Open the Organize Favorites dialog box	D. Open the History bar

Q87 What does CTRL + E do in Internet Explorer?

A. Open the Organize Favorites dialog box	✓. Open the Search bar
C. Start the Find utility	D. Open the History bar

Q88 What does CTRL + F do in Internet Explorer?

A. Open the Favorites bar	B. Open the Search bar
C. Open the History bar	✓. Start the Find utility

Q89 What does CTRL + H do in Internet Explorer?

A. Open the Favorites bar	B. Open the Search bar
C. Start the Find utility	✓. Open the History bar

Q90 What does CTRL + I do in Internet Explorer?

A. Open the Organize Favorites dialog box	B. Open the Search bar
✓. Open the Favorites bar	D. Open the History bar

Q91 What does CTRL + L do in Internet Explorer?

A. Open the Print dialog box	✓. Open the Open dialog box
C. Open the History bar	D. Open the Search bar

Q92 What does CTRL + N do in Internet Explorer?

A. Open the Open dialog box	B. Open the Search bar
C. Open the Print dialog box	✓. Start another instance of the browser with the same Web address

Q93 What does CTRL + O do in Internet Explorer?

A. Open the Print dialog box	✓. Open the Open dialog box, the same as CTRL + L
C. Start another instance of the browser	D. Update the current Web page

Q94 What does CTRL + P do in Internet Explorer?

A. Open the Open dialog box	B. Update the current Web page
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✓. Open the Print dialog box	D. Open the Search bar
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Q95 What does CTRL + R do in Internet Explorer?

A. Open the Print dialog box	B. Open the Open dialog box
C. Start another instance of browser	✓. Update the current Web page

Q96 What does CTRL + W do in Internet Explorer?

A. Update the current Web page	B. Open the Print dialog box
✓. Close the current window	D. Open the Search bar

All answers are highlighted in **green ✓** — covering every shortcut from the provided reference sheets.