

Multiple choice questions about Microsoft Word 2010 have a P2 answer

Word 2010 is a very useful Microsoft text editor. With significant improvements, users will get a lot of interesting experiences with text editing. Please join the Network Administrator to learn about this topic through multiple choice questions.

1. Question 1. In Word 2010, what effect does Ctrl + L?
 1. Center alignment
 2. Right alignment
 3. Align both sides
 4. Aligns the left
2. Question 2. In Word 2010, to format the text, how do we do the following?
 1. Insert / Paragraph
 2. Home / Paragraph or Page Layout / Paragraph
 3. Page Layout / Font
 4. View / Paragraph
3. Question 3. In Word 2010, which key combination allows you to move the cursor to the beginning of the document?
 1. Alt + Home
 2. Shift + Home
 3. Ctrl + Home
 4. Ctrl + Page Up
4. Question 4. In Word 2010, which Paste icon is in the menu?
 1. View
 2. Review
 3. Home
 4. Insert
5. Question 5. In Word 2010, what effect does Ctrl + Delete use to .?
 1. Delete all documents
 2. Delete a word before the current cursor
 3. Delete a word after the current cursor
 4. Delete the whole paragraph
6. Question 6. In Word 2010, what effect does Ctrl + F12?
 1. Open the Page Setup dialog box
 2. Open the Font dialog box
 3. Open the Open dialog box
 4. Open the Save dialog box
7. Question 7. In Word 2010, what effect does Ctrl + X?

1. Duplicate the selected text block
 2. Paste the text block from the ClipBoard into the document
 3. Copy the selected text block to ClipBoard
 4. Cut the selected text block into ClipBoard
8. Question 8. In Word 2010, creating Header for text means?
1. Create a title on the left side of the text
 2. Create a title on top of the text
 3. Create a title on the right side of the text
 4. Create a title at the foot of the text
9. Question 9. In Word 2010, to insert a mathematical formula into the text, how do we do the following?
1. Insert / Equation
 2. View / Equation
 3. Home / Equation
 4. Page Layout / Equation
10. Question 10. In Word 2010, in the Font dialog box, what effect does Superscript function have?
1. Underlined
 2. Create an index below
 3. Create the above index
 4. Reduce font size

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