

MOS Practice Test Questions and Answers

1. What is the shortcut for copying text?

- A) Ctrl + Y
- B) Ctrl + C
- C) Ctrl + F
- D) Ctrl + P

2. Which of these opens a new Excel for Mac workbook?

- A) Alt + N
- B) Control + N
- C) Command + N
- D) Command + Z

3. What is the shortcut for redoing the previous action?

- A) Ctrl + Y
- B) Ctrl + G
- C) Ctrl + D
- D) Ctrl + R

4. What term refers to the way the text is arranged on a page?

- A) Text Wrapping
- B) Word Wrap
- C) Pagination
- D) Alignment

Answers: 1-B 2-C 3-A 4-C

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