

Gmetrix Practice Test Questions and Answers

1. In Microsoft Excel, which function would you use to find the largest value in a range?

- A) MIN()
- B) MAX()
- C) AVERAGE()
- D) SUM()

2. What is the keyboard shortcut to copy selected text in most applications?

- A) Ctrl + X
- B) Ctrl + V
- C) Ctrl + C
- D) Ctrl + Z

3. In Microsoft Word, which feature allows you to automatically correct common spelling mistakes as you type?

- A) Spell Check
- B) AutoCorrect
- C) Grammar Check
- D) Track Changes

4. What does "GUI" stand for in computer terminology?

- A) General User Interface
- B) Graphical User Interface
- C) Global User Integration
- D) Generic Utility Interface

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

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