

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

EDITING IN MS WORD 2010

Chapter-4

A. Tick (✓) the correct option.

- MS Word is a word software.
a. processing b. calculating c. painting
- command in MS Word is used to remove the text from its original location.
a. Remove b. Cut c. Move
- In MS Word, spelling mistakes are shown by wavy line.
a. blue b. green c. red

B. Fill in the blanks using the words given below.

Hints: backspace, green, double, select

- To delete large text, it and press key.
- Grammatical mistakes are shown in coloured wavy line.
- You can click to select a word in a MS Word document.

C. Write 'T' for True and 'F' for False.

- Redo is used to cancel a command.
- Word allows to insert text within typed text.
- The Spelling and Grammar button is situated under the Review tab.
- MS Word is a drawing program.