

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

1

EDITING IN MS WORD 2010

Chapter-4

A. Tick (✓) the correct option.

- command in MS Word is used to remove the text from its original location.
 - Remove
 - Cut
 - Move
- Making changes to the text is called
 - Formatting
 - Tempering
 - Editing
- Shift and arrow keys are used to text.
 - delete
 - select
 - copy

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

Hints: delete, Word processing, editing, redo

- MS Word is a software used to type text.
- Making changes in the existing text is called
- is used to reverse the action of Undo command.
- You can remove text using key combination.

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

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

W O R K S H E E T