

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

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EDITING IN MS WORD 2010

Chapter-4

A. Tick (✓) the correct option.

1. Which program can use to type, edit and format text?
 - a. Sound Recorder
 - b. MS Word
 - c. Windows 7
2. Which text command can insert new text in document?
 - a. Inserting
 - b. Deleting
 - c. Selecting
3. Which command is used to duplicate text from one place to another?
 - a. Copying
 - b. Cutting
 - c. None

B. Match the following:

Column A

1. Home tab
2. Review tab
3. Cut/Paste
4. Triple click

Column B

- a. Moving Text
- b. Editing Text
- c. Selecting a paragraph
- d. Spelling and Grammar

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

1. What do the red and green wavy lines under the text indicate?

2. How will you select a single word and a sentence using the mouse click?

3. What are Undo and Redo?

