

Name:

Roll No:

Class: Section:

Date:

ADVANCED FEATURES OF WORD 2016

Chapter-3

A. Write the keyboard shortcuts for the following actions:

1. Check spellings
2. Opening thesaurus
3. Find text
4. Replace text

B. Match the following:

- | | |
|-----------------|--------------------------|
| 1. Home tab | a. Moving text |
| 2. Review tab | b. Editing text |
| 3. Cut/Paste | c. Selecting a paragraph |
| 4. Triple click | d. Spelling and Grammar |

C. Answer the following questions:

1. Write the steps to use the thesaurus tool.

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2. Write the steps to change the line spacing.

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3. List the 3 uses of Mail Merge.

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