

Name: .....

Roll No: .....

Class: ..... Section: .....

Date: .....

## Chapter-2

### A. Tick (✓) the correct option.

- Which of these is not an option in the suggestions box?  
a. Change ☐      b. Ignore ☐      c. Add all ☐
- Find command can be found in ..... tab.  
a. Insert ☐      b. Review ☐      c. Home ☐
- .....option is used to search the incorrect word/words in a document.  
a. Find ☐      b. Undo ☐      c. Thesaurus ☐
- Which of these is not a page orientation in Word?  
a. Landscape ☐      b. Scenery ☐      c. Portrait ☐
- ..... is a default paper size in Word.  
a. A4 ☐      b. A3 ☐      c. Letter ☐

### B. Fill in the blanks using the hints given below:

**Hints:** Thesaurus, Spell check, Centimetre, Replace all, Orientation

- Checking of spelling and grammar mistakes is also known as .....
- The ..... tool shows us the list of synonyms for a given word.
- Clicking the ..... button, changes all the occurrences of the word or text in the document.
- ..... means the direction in which the text or image appears on a page.
- Paper size is the actual length and width of the paper in .....

### C. Write 'T' for true and 'F' for false.

- Checking of spelling and grammar mistakes is known as Spell check. ....
- We use Find command to search for a word or text in a document. ....