

Name: .....

Roll No: .....

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

Date: .....

## ADVANCED FEATURES OF WORD 2016

### Chapter-3

#### A. Tick (✓) the correct option.

- Which command is used to search for a particular word?  
a. Format ☐ b. Find ☐ c. Delete ☐
- Which command in Word 2016 is used to remove the text from its original location?  
a. Remove ☐ b. Cut ☐ c. Move ☐
- Spelling mistakes in Word 2016 is shown by which color line?  
a. Blue ☐ b. Green ☐ c. Red ☐

#### B. Fill in the blanks using the hints 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. ....
- Word 2016 is a drawing program. ....