

Name: .....

Roll No: .....

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

Date: .....

## EDITING IN WORD 2016

### Chapter-3

#### A. Tick (✓) the correct option.

- Which of the following is a processing software?  
 a. Word ☐      b. Excel ☐      c. Paint ☐
- Which command in Word 2016 is used to remove the text from its original location?  
 a. Remove ☐      b. Cut ☐      c. Move ☐
- Shapes can be inserted in the text from the ..... tab.  
 a. Review ☐      b. Home ☐      c. Insert ☐

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

**Hints:** size, green, double, four

- There are ..... types of alignment.
- A font is a style and ..... of text.
- You can ..... click to select a word in a Word 2016 document.

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

- Redo is used to cancel a command. ....
- Word 2016 allows to insert text within typed text. ....
- The Spelling and Grammar button is situated under the Review tab. ....
- MS Word is a drawing program. ....