

Name: .....

Roll No: .....

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

Date: .....

## EDITING IN MS WORD 2010

### Chapter-4

#### A. Tick (✓) the correct option.

- Which program can use to type, edit and format text?  
a. Sound Recorder ☐ b. MS Word ☐ c. Windows 7 ☐
- Which text command can insert new text in document?  
a. Inserting ☐ b. Deleting ☐ c. Selecting ☐
- Which command is used to duplicate text from one place to another?  
a. Copying ☐ b. Cutting ☐ c. None of these ☐
- Which command in MS Word is used to remove the text from its own location?  
a. Remove ☐ b. Cut ☐ c. Move ☐

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

**Hints:** delete, Word processing, editing, redo

- MS Word is a ..... software used to type text.
- Making changes in the existing text is called .....
- ..... is used to reverse the action of Undo command.
- You can remove text using ..... key combination.

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

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