

## **WORKSHEET 2**



Name:	Roll No:
Class: Section:	Date:

## **EDITING IN MS WORD 2010**

Chapter-4

A. Number the steps to cut or copy the text from one place to another in MS Word.



## B. Match the following:

- 1. Home tab
- 2. Review tab
- 3. Cut/Paste
- 4. Triple click

- a. Moving Text
- b. Editing Text
- c. Selecting a paragraph
- d. Spelling and Grammar

## C. Answer the following questions:

- 1. What do the red and green wavy lines under the text indicate?
- 2. How will you select a single word and a sentence using the mouse click?
- 3. What are Undo and Redo?