

Name:

Roll No:

Class: Section:

Date:

EDITING IN MS WORD 2010

Chapter-4

A. Tick (✓) the correct option.

1. Which program can use to type, edit and format text?
 a. Sound Recorder ☐ b. MS Word ☐ c. Windows 7 ☐
2. Which text command can insert new text in document?
 a. Inserting ☐ b. Deleting ☐ c. Selecting ☐
3. Which command is used to duplicate text from one place to another?
 a. Copying ☐ b. Cutting ☐ c. None of these ☐
4. 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

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

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

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