

Name: .....

Roll No: .....

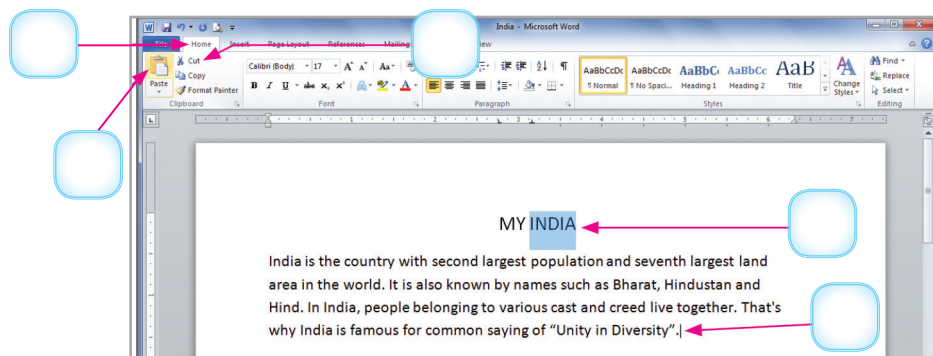
Class: ..... Section: .....

Date: .....

## EDITING IN MS WORD 2010

### Chapter-5

**A. Number the steps to Cut / Copy the text from one place to another in MS Word.**



**B. Match the following:**

- |                 |                          |
|-----------------|--------------------------|
| 1. Home tab     | a. Moving Text           |
| 2. Review tab   | b. Editing Text          |
| 3. Cut/Paste    | c. Selecting a paragraph |
| 4. Triple click | d. Spelling and Grammar  |

**C. Answer the following questions:**

1. What do the red and green wavy lines under the text indicate?

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2. How will you select a single word and a sentence using the mouse click?

.....

3. What are Undo and Redo?

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