

Name: .....

Roll No: .....

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

Date: .....

## EDITING IN MS WORD 2010

### Chapter-5

#### 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 ☐

#### 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?  
 .....
2. How will you select a single word and a sentence using the mouse click?  
 .....
3. What are Undo and Redo?  
 .....