

Name:

Roll No:

Class: Section:

Date:

EDITING IN MS WORD 2010

Chapter-4

A. Tick (✓) the correct option.

1. MS Word is a word software.
 a. processing ☐ b. calculating ☐ c. painting ☐
2. Which of these command is used to remove the text from its original location?
 a. Remove ☐ b. Cut ☐ c. Move ☐
3. In MS Word, spelling mistakes are shown by wavy line.
 a. blue ☐ b. green ☐ c. red ☐

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

Hints: backspace, green, double, select

1. To delete large text, it and press key.
2. Grammatical mistakes are shown in coloured wavy line.
3. You can click to select a word in a MS Word document.

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. The Spelling and Grammar button is situated under the Review tab.
4. MS Word is a drawing program.