

Name:

Roll No:

Class: Section:

Date:

EDITING IN MS WORD 2010

Chapter-4

A. Tick (✓) the correct option.

- MS Word is a word software.
a. processing ☐ b. calculating ☐ c. painting ☐
- Which of these command is used to remove the text from its original location?
a. Remove ☐ b. Cut ☐ c. Move ☐
- 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

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

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

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