

Worksheet

1

Name:

Roll No: Class: Section:

Date:

EDITING TEXT IN WORD 2016

Chapter-4

A. Tick (✓) the correct option.

- Selecting means the text.
 - Deleting ☐
 - Highlighting ☐
 - Copying ☐
- Which key deletes the character on the left of the cursor?
 - Delete Key ☐
 - Backspace Key ☐
 - Enter Key ☐
- Which key combination is used to cut text from a document?
 - Ctrl+C ☐
 - Ctrl+V ☐
 - Ctrl+X ☐

B. Fill in the blanks.

- After writing a word, press the to give space between two words. (Spacebar key/enter key)
- To select a line, press (CTRL + Right-Click/CTRL + Left-Click)
- deletes the text on the right side of the cursor. (Backspace Key/Delete Key)
- removes the original piece of text to paste it elsewhere. (Cut command/Copy command)
- The keyboard shortcut for Paste is (CTRL + V/CTRL + X)

C. Write 'T' for True and 'F' for False.

- Ctrl+A will select a word on the right.
- Undo is used to cancel the last command.
- Moving text is an editing feature available in MS Word.
- Double click a paragraph to select it.