

# Worksheet

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Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## EDITING TEXT IN WORD 2016

## Chapter-4

### A. Find the given words in the crossword given below.

Undo, Editing, Copying, Redo

Y	T	G	H	J	N	M	K	F	E	V
N	H	J	K	F	S	X	V	H	C	N
U	U	E	E	Y	U	G	D	S	O	Z
C	N	B	D	N	J	K	I	Y	P	V
K	D	L	I	F	K	J	G	F	Y	C
B	O	M	T	Y	R	X	F	H	I	J
H	Y	T	I	R	D	F	Z	C	N	B
J	U	T	N	R	D	G	H	J	G	K
M	H	Y	G	T	D	U	O	J	H	G
F	H	J	D	S	X	R	E	D	O	V
B	N	K	U	T	D	H	J	Y	E	Q

### B. Answer the following.

1. What are the Undo and Redo commands used for?

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2. How can we copy text in MS Word?

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3. What do you understand by editing? What editing features are available in MS Word?

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4. How can we remove a character or paragraph in MS word?

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