

Worksheet

2

Name:

Roll No: Class: Section:

Date:

EDITING TEXT IN WORD 2010

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?
.....
2. How can we copy text in MS Word?
.....
3. What do you understand by editing? What editing features are available in MS Word?
.....
4. How can we remove a character or paragraph in MS word?
.....

Class -3