

Worksheet

1

Name:

Roll No: Class: Section:

Date:

EDITING IN MS WORD 2010

Chapter-3

A. Tick (✓) the correct option.

- Which program can use to type, edit and format text?
a. Sound Recorder ☐ b. MS Word ☐ c. Windows 7 ☐
- Which text command can insert new text in document?
a. Inserting ☐ b. Deleting ☐ c. Selecting ☐
- Which command is used to duplicate text from one place to another?
a. Copying ☐ b. Cutting ☐ c. None of these ☐
- Which command in MS Word is used to remove the text from its own location?
a. Remove ☐ b. Cut ☐ c. Move ☐

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

Hints: delete, Word processing, editing, redo

- MS Word is a software used to type text.
- Making changes in the existing text is called
- is used to reverse the action of Undo command.
- You can remove text using key combination.

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

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