

# Worksheet

Name: .....  
Roll No: ..... Class: ..... Section: .....  
Date: .....

## EDITING IN MS WORD 2010

### Chapter-3

#### 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 ☐
- Which command is used to paste the content from one place to another?  
a. Ctrl + V ☐ b. Ctrl + C ☐ c. Ctrl + M ☐

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

**Hints:** backspace, green, green, undo, 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
- ..... is used to cancel a command.
- In MS word, grammatical mistakes are shown by ..... wavy line.

#### 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. ....