

Worksheet

Name:
Roll No: Class: Section:
Date:

EDITING IN MS WORD 2010

Chapter-3

A. Tick (✓) the correct option.

1. Which of the following is a processing software?
a. Word ☐ b. Excel ☐ c. Paint ☐
2. Which command in MS Word is used to remove the text from its original location?
a. Remove ☐ b. Cut ☐ c. Move ☐
3. Shapes can be inserted in the text from the tab.
a. Review ☐ b. Home ☐ c. Insert ☐

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

Hints: size, green, double, four

1. There are types of alignment.
2. A font is a style and of text.
3. You can click to select a word in a MS Word document.

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

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