

Worksheet

2

Name:

Roll No: Class: Section:

Date:

EDITING IN MS WORD 2010

Chapter-5

A. Tick (✓) the correct option.

1. Which program can use to type, edit and format text?

a. Sound Recorder

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b. MS Word

☐

c. Windows 7

☐

2. Which text command can insert new text in document?

a. Inserting

☐

b. Deleting

☐

c. Selecting

☐

3. Which command is used to duplicate text from one place to another?

a. Copying

☐

b. Cutting

☐

c. None

☐

B. Match the following:

1. Home tab

a. Moving Text

2. Review tab

b. Editing Text

3. Cut/Paste

c. Selecting a paragraph

4. Triple click

d. Spelling and Grammar

C. Answer the following questions:

1. What do the red and green wavy lines under the text indicate?

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2. How will you select a single word and a sentence using the mouse click?

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3. What are Undo and Redo?

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