Worksheet

Name: ....

Roll No: .... Class: .... Section: ....

Date: ....

EDITING IN MS WORD 2010

A.   Tick (✓) the correct option.

1.   Which of the following is a processing software?

a. MS Excel   ⬜   b. MS Paint   ⬜   c. MS Word   ⬜

2.   Which of these command is used to remove the text from its original location?

a. Remove   ⬜   b. Cut   ⬜   c. Move   ⬜

3.   In MS Word, spelling mistakes are shown by .... wavy line.

a. blue   ⬜   b. green   ⬜   c. red   ⬜

B.   Fill in the blanks using the hints given below:
Hints: backspace, green, double, select

1.   To delete large text, ... it and press .... key.

2.   Grammatical mistakes are shown in .... coloured wavy line.

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.   ....

Grade: ⭐ ⭐ ⭐ ⭐ ⭐

Teacher's Signature: ....