

Worksheet

Name:

Roll No: Class: Section:

Date:

EDITING IN MS WORD 2010

Chapter-4

A. Tick (✓) the correct option.

1. Which of these is a Processing Software?

a. Word

☐

b. Excel

☐

c. WIndows

☐

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

a. Remove

☐

b. Cut

☐

c. Move

☐

3. 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: red, left, editing

1. In MS Word spelling mistakes are shown by wavy line.

2. Making changes in the existing text is called the document.

3. Click on the margin of the line, selects a line.

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.

.....