

# Worksheet

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Name: .....

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

Date: .....

## ADVANCED FEATURES OF WORD 2016

### Chapter-3

#### A. Write the keyboard shortcuts for the following actions:

1. Check spellings .....
2. Opening thesaurus .....
3. Find text .....
4. Replace text .....

#### 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. Write the steps to use the thesaurus tool.

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2. Write the steps to change the line spacing.

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3. List the 3 uses of Mail Merge.

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