

Worksheet

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF WORD 2016

Chapter-3

A. Tick (✓) the correct option.

1. Which command is used to search for a particular word?

a. Format	<input type="checkbox"/>	b. Find	<input type="checkbox"/>	c. Delete	<input type="checkbox"/>
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2. Which command in Word 2016 is used to remove the text from its original location?

a. Remove	<input type="checkbox"/>	b. Cut	<input type="checkbox"/>	c. Move	<input type="checkbox"/>
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3. Spelling mistakes in Word 2016 is shown by which color line?

a. Blue	<input type="checkbox"/>	b. Green	<input type="checkbox"/>	c. Red	<input type="checkbox"/>
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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. Word 2016 is a drawing program.