

Worksheet

1

Name:

Roll No: Class: Section:

Date:

EDITING TEXT IN WORD 2021

Chapter-4

A. Tick (✓) the correct option.

1. Selecting means the text.

a. Deleting

☐

b. Highlighting

☐

c. Copying

☐

2. Which key deletes the character on the right side of the cursor?

a. Delete Key

☐

b. Backspace Key

☐

c. Enter Key

☐

3. Which key combination is used to cut text from a document?

a. Ctrl+C

☐

b. Ctrl+V

☐

c. Ctrl+X

☐

B. Fill in the blanks.

1. After writing a word, press the to give space between two words.
(Spacebar key/enter key)

2. To select a line, press (CTRL + Right-Click/CTRL + Left-Click)

3. deletes the text on the right side of the cursor. (Backspace Key/
Delete Key)

4. removes the original piece of text to paste it elsewhere. (Cut command/
Copy command)

5. The keyboard shortcut for Paste is (CTRL + V/CTRL + X)

C. Write 'T' for True and 'F' for False.

1. Ctrl+A will select a word on the right.

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2. Undo is used to cancel the last command.

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3. Moving text is an editing feature available in MS Word.

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4. Double click a paragraph to select it.

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