

Worksheet

Name:
Roll No: Class: Section:
Date:

EDITING TEXT IN WORD 2021

Chapter-4

A. Label the steps to Copy the text:

- ☐ Click on Paste command.
- ☐ Select the text.
- ☐ Go to the required place where you want to paste.
- ☐ Click on Copy command.
- ☐ Click on Home tab.

B. Match the following.

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|------------------|---|
| 1. Copy | a. Cancelling the last action. |
| 2. Undo | b. is used to give space between two words. |
| 3. Spacebar key | c. To delete a character on the right side of the cursor. |
| 4. Backspace key | d. Duplicating thing same as original. |

C. Answer the following questions.

1. Write the key combination for Undo and Redo command.

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2. How can we delete a sentence or a paragraph?

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