Worksheet

Name: ....

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

Date: ....

EDITING IN WORD 2019

A.   Tick (✓) the correct option.

1.   Which of the following is a processing software?

a. Word ☐   b. Excel ☐   c. Paint ☐

2.   Which command in Word 2019 is used to remove the text from its original location?

a. Remove ☐   b. Cut ☐   c. Move ☐

3.   Shapes can be inserted in the text from the .... tab.

a. Review ☐   b. Home ☐   c. Insert ☐

B.   Fill in the blanks using the hints given below:

Hints: size, double, four

1.   There are .... types of alignment.

2.   A font is a style and .... of text.

3.   You can .... click to select a word in a Word 2016 document.

C.   Write 'T' for true and 'F' for false.

1.   Redo is used to cancel a command.   ....

2.   Word 2019 allows to insert text within typed text.   ....

3.   The Spelling and Grammar button is situated under the Review tab.   ....

4.   Word is a drawing program.   ....

Class -4

Grade: ⭐ ⭐ ⭐ ⭐ ⭐

Teacher's Signature: ....