

Worksheet

1

Name:

Roll No: Class: Section:

Date:

GRAPHICS AND TABLES IN WORD 2016

Chapter-4

A. Tick (✓) the correct option.

1. Which command is used to remove the text from its original location?

a. Remove

☐

b. Cut

☐

c. Move

☐

d. Copy

☐

2. Making changes to the text is called

a. Formatting

☐

b. Tempering

☐

c. Editing

☐

d. Deleting

☐

3. Shift and arrow keys are used to text.

a. delete

☐

b. select

☐

c. copy

☐

d. cut

☐

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

Hints: Delete, Word processing, Editing, Redo

1. Word is a software used to type text.

2. Making changes in the existing text is called

3. is used to reverse the action of Undo command.

4. You can remove text using key combination.

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

4. Word is a drawing program.