

Worksheet

1

Name:

Roll No: Class: Section:

Date:

EDITING IN WORD 2016

Chapter-3

A. Tick (✓) the correct option.

1. Which of these is the shortcut used to open a new document?

a. Ctrl + N

☐

b. Ctrl + W

☐

c. Ctrl + P

☐

d. Ctrl + O

☐

2. Making changes to the text is called

a. Formatting

☐

b. Tempering

☐

c. Editing

☐

d. Messaging

☐

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, Thesaurus, Redo

1. Word 2016 is a software used to type text.

2. is used to find the most appropriate word for your document.

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

4. You can remove text using key.

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

1. Redo is used to cancel a command.

2. Word 2016 allows to insert text within typed text.

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

4. Word 2016 is a drawing program.