

Worksheet

2

Name:

Roll No: Class: Section:

Date:

EDITING IN WORD 2016

Chapter-3

A. Match the following:

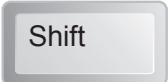
1. To select a letter on the right or left of the cursor

a.  +  + 

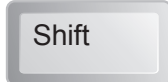
2. To select one line up or down

b.  + 

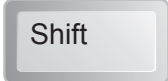
3. To select a word on the right of the cursor

c.  + 

4. To select a word on the left of the cursor

d.  + 

5. To select entire document

e.  +  + 

B. Complete the steps to copy text in a document.

Step 1 the text.

Step 2 Click on tab.

Step 3 Click on from the group.

Step 4 Move the cursor to the place where you want to paste your text and click on from the Clipboard group.

C. Answer the following questions:

1. What do the red and green wavy lines under the text indicate?

.....

2. How will you select a single word and a sentence using the mouse click?

.....

3. Write the steps to create a new document.

.....