

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

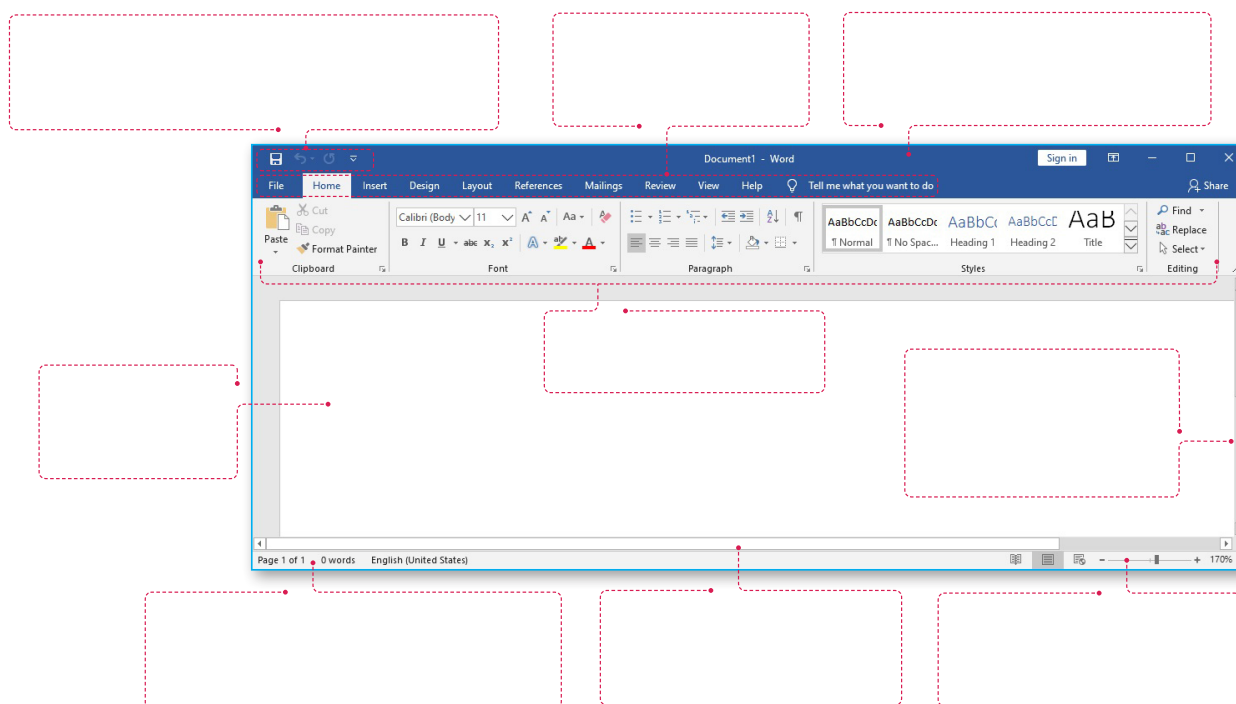
Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## EDITING IN WORD 2019

### A. Write shortcut keys for the following commands:

1. To select all the text .....  
.....
2. To cut the text .....  
.....
3. To copy the text .....  
.....
4. To paste the text .....  
.....

### B. Label the various components of Word 2019 Window.



### C. Competency-based/Application-based questions.

Akhil was writing an article for a school assignment when he realised that he had deleted some important content from the second paragraph. Tell him how he can get back his deleted content.

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