

Name: _____
Roll No: _____
Class: _____ Section: _____ Date: _____

ADVANCED FEATURES OF WORD 2016

A. Write the keyboard shortcuts for the following actions:

- 1. Check spellings
- 2. Opening thesaurus
- 3. Find text
- 4. Replace text

B. Match the following:

- | | |
|-----------------|--------------------------|
| 1. Home tab | a. Moving text |
| 2. Review tab | b. Editing text |
| 3. Cut/Paste | c. Selecting a paragraph |
| 4. Triple click | d. Spelling and Grammar |

C. Answer the following questions:

- 1. Write the steps to use the thesaurus tool.
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- 2. Write the steps to change the line spacing.
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- 3. List the 3 uses of Mail Merge.
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