

Worksheet

2

Name:

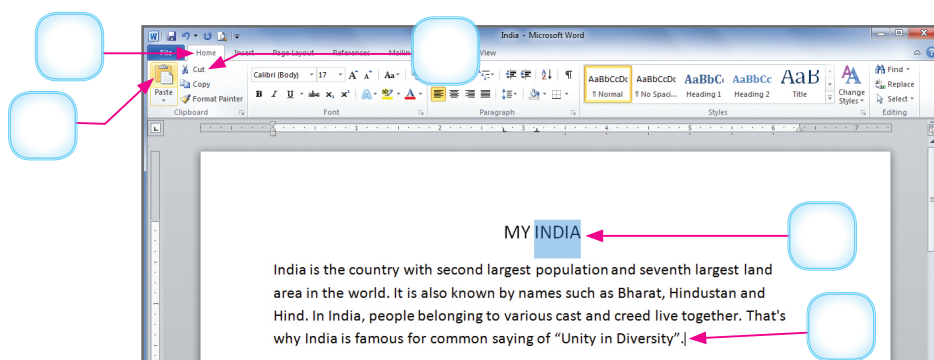
Roll No: Class: Section:

Date:

EDITING IN MS WORD 2010

Chapter-3

A. Number the steps to cut or copy the text from one place to another in MS Word.



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. 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. What are Undo and Redo?

.....