

EDITING TEXT IN MS WORD 2016

SUBJECT : COMPUTER

CLASS : III

CHAPTER NUMBER: 5

CHAPTER NAME : EDITING TEXT IN MS WORD 2016

CHANGING YOUR TOMORROW

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Section A

A. Fill in the blanks

1. Selection Area
2. Clipboard
3. Editing
4. File tab, Print
5. Red
6. Thesaurus

B. True or False

1. False
2. True
3. True
4. False
5. False

C. Match the following

- i) Ctrl + A -- Selects the entire text
- ii) Shift + Home Selects the text from current position to the beginning of a line.

- iii) Ctrl + X , Ctrl + V Cuts the text and places it in a new place
- iv)) Ctrl + C , Ctrl + V Copies the text from one place and paste it at another place
- v) Ctrl + Delete Deletes one word to the right

SECTION B

A) Multiple choice questions

1. 2
2. Blue wavy line
3. Shift
4. Ctrl + Z

B. Answer in one word

1. F7
2. Redo command
3. Overtype
4. Backspace

C. Answer the following questions

1. Three features of word processing software are
 - a) Produce letters, notices, reports , newsletter, books, bills etc.
 - b) Copy and move the text from one location to another

c) Preview the text before printing it .It can do multiple prints.

2. Making changes in a document is called Editing.
We can add text in a document in 2 different ways

- a) By using Insert mode
- b) By using Overtype mode.

3. Thesaurus helps to improve our vocabulary by providing a list of synonyms for any word.

4. Moving the text means to move the text from its original location to new location whereas copy the text will create a duplicate of the text and can be pasted to a new location or another document.

THANK YOU