Chapter- 5

EDITING TEXT IN MS WORD 2016

WORKSHEET

1. Choose the correct option and Fill in the given blanks.

   a) _____Double_____click anywhere in the paragraph to select the paragraph.(Double/Triple)

   b) _____Thesaurus_____helps to improve our vocabulary by providing list of synonyms.(Thesaurus/Undo)

   c) _____Blue wavy_____line indicates grammatical errors. (Blue wavy/Green wavy)

   d) Thesaurus is present in _____clipboard_____group. (Clipboard/Proofing)

   e) _____Redo_____command is the reverse of Undo command. (Redo/Delete)

2. Write the use of the following keyboard shortcuts.

CTRL+X	Selects the text from current position to beginning of the line
CTRL+ →	
CTRL+V	Selects the text from current position to the beginning of a line
Shift+ CTRL+ End	end of current document Beginning of the current line
Shift+ Home	Beginning of the current line