Chapter- 5

EDITING TEXT IN MS WORD 2016

WORKSHEET

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

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

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

    c) _____line indicates grammatical errors**. (Blue wavy/Green wavy)**

    d) Thesaurus is present in _____group. **(Clipboard/Proofing)**

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

2. **Write the use of the following keyboard shortcuts.**

CTRL+X	
CTRL+ →	
CTRL+V	
Shift+ CTRL+ End	
Shift+ Home	