

Date-12/2/2022

Editing text in ms word 2016

## Worksheet

1: choose the correct option and fill in the blanks.

a) Double click anywhere in the paragraph to select the paragraph.

b) Thesaurus helps to improve our vocabulary by providing list of synonyms.

c) Blue wavy line indicates

grammatical errors.

d) Thesaurus is present in

## proofing group:

1) Redo command is the reverse of undo command

2. Write the use of the following keyboard shortcuts:

Ctrl + X	Cut
Ctrl + →	To select one word to the right
Ctrl + V	Paste
Shift + Ctrl + End	End of the current document.
Shift + Home	beginning of the current line.