

Editing text in MS WORD

- 1a Triple 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)

- b Thesaurus is present in Proofing group. (Clipboard / Proofing)

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

2 CTRL+X Select the text you want to move

CTRL+→ The moves one word to the right

CTRL+V The selected text appears at the desired location

Shift+CTRL+End End of the current document

Shift+Home Beginning of the current line