

1- Choose the correct option and fill in the blank

- a) Triple 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.
- e) Redo command is the reverse of undo command.

2- Write the use of the following keyboard shortcuts

Ctrl + X - Cut

Ctrl + → - One word to the right

Ctrl + V - Paste

Shift + Ctrl + End - Highlights all the text from the current position to the end of page

Shift + Home - Beginning of the word.