

Worksheet

Chapter - 5

Editing Text in MS word 2016

- 1) Choose the correct option and fill in the blanks :-
- Double click anywhere in the paragraph to select the paragraph. (Double / Triple)
 - Theasurers helps to improve our vocabulary by providing list of synonyms.
 - Blue wavy line indicates grammatical errors. (Blue wavy / Green Wavy)
 - Theasurers is present in proofing group. (Clipboard, proofing)
 - Redo command is the reverse of Undo command. (Redo/Delete)

2. Write the use of the following keyboard shortcuts :-

CTRL + X - The shortcut key to select the text you want to move.

CTRL + → - To select the sentences hold down the Ctrl key and click anywhere on the sentences.

CTRL + V - The shorecut key to paste a document.

Shift + CTRL + End - The shorecut key to jump to the current document.

Shift + Home - The shortcut key to beginning of the current line.