Chapter- 5

EDITING TEXT IN MS WORD 2016

WORKSHEET

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

a) __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)

d) Thesaurus is present in __Clipboard__ group. (Clipboard/Proofing)

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

2. Write the use of the following keyboard shortcuts.

CTRL+X	Select the text you want to move.
CTRL+ →	one echanfen a to the right. text
CTRL+V	where you want to place the selected text
Shift+ CTRL+ End	End of the current line.
Shift+ Home	Beginning of the current line