

Chapter - 5

< Worksheet >

Editing Text in Ms Word 2016

Date _____
Page _____

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 over vocabulary by providing list of synonyms.
(Thesaurus / Undo)
 - (c) Blue wavy line line indicates grammatical errors. (Blue wavy / Green wavy)
 - (d) Thesaurus is present in proofing 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 To cut the selected word, sentence or paragraph.

CTRL+→ One character to the Right.

CTRL+V To paste a text.

Shift+CTRL+End To go to the end of a document.

Shift+Home To beginning of the current line.