

AMRUTANSH PATTANAIK

CLASS-3, SEC-C
SCHOOL NO - 5792

Date

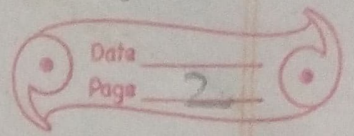
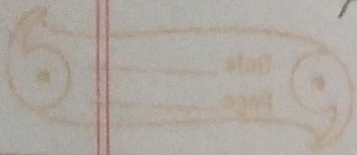
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WORKSHEET

1.

- a) Double 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

Ctrl + X = Select the text you want to move

Ctrl + → = one character to the right

Ctrl + V = Paste the text

Shift + Ctrl + end = end of the current document

Shift + home = Beginning of the current line