

Editing with MS Word STD 4

Fill in the blanks.

1. Three actions of editing documents are inserting, deleting and moving.
2. The shortcut key to select the entire document is Ctrl+A
3. The Cut/Copy/Paste options are present in the Home Tab.
4. To delete text, we can use both the Delete key and the Backspace key.
5. MS Word underlines spelling mistakes in red lines and grammatical errors in green lines.
6. The Find and Replace command is present in the Editing group.
7. The shortcut key to print a document Ctrl+P
8. When we move text, it gets stored in the Clipboard area.
9. To change the spelling of a word in all its occurrences, we use the Replace command.

C. Write T for true and F for false.

1. To select a word, you must click it thrice.	F
2. The Cut option removes the text from its original position.	T
3. The Replace All option replaces the text in a paragraph.	T
4. The Print dialog box lets you take only one printout at a time.	F
5. The print Preview lets us view a document before printing.	T

D. Match the following.

Left side	Right side	Answer
1. Undo	a. Ctrl+ Y	1+b
2. Repeat	b. Ctrl+ Z	2+a
3. Print	c. Ctrl+ C	3+d
4. Copy	d. Ctrl+ P	4+c
5. Paste	e. Ctrl+ S	5+f
6. Save	f. Ctrl+ V	6+e

What are the main processes involved in editing a document?

Editing in MS Word mainly involves the following actions:

1. Inserting text
2. Deleting text
3. Copying and moving text
4. Correcting spelling mistakes
5. Correcting grammatical errors.

When do we need to use the Print Preview option?

The Print Preview lets us view a document as it would appear when printed.

Where are Undo and Repeat buttons located?

The Undo and Repeat buttons are located on the Quick Access Toolbar so that you can use them quickly and easily.

What are the uses of the Undo and Repeat buttons?

Undo button: Undo button is used to go back to your last location.

Repeat button: The Repeat button is useful in redoing a task which has been undone or to repeatedly carry out a particular task.

Tick (✓) the correct answers.

1. Editing mainly involves
 - A. deleting text
 - B. inserting text
 - C. correcting spelling mistakes
 - D. all of them**
2. Inserting text means
 - A. adding**
 - B. deleting
 - C. shifting
 - D. none of them
3. Grammatical errors are shown by a
 - A. blue wavy line
 - B. red wave line
 - C. green wavy line**
 - D. purple wavy line
4. The find command is used to
 - A. replace a word
 - B. edit a word
 - C. add a word
 - D. locate a word**
5. The shortcut key to see the print window is
 - A. Ctrl+N
 - B. Ctrl+Y
 - C. Ctrl+P**
 - D. Ctrl+X