

→ For CT-03

Chapter-5: Editing with MS Word



Study Materials

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.

→ 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

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

When do we need to use the Print Preview option?

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