

14/08/21
Saturday

[Ch-5]
Test Yourself
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(D) Answer these Questions :

① What is editing?

Ans: Editing means correcting errors and making changes in a document.

② What do you mean by overtype mode?

Ans: In overtype mode whatever text is inserted, it pushes the text next to it towards the right.

③ What is the difference between moving text and copying it?

Ans: Moving text:

The selected text can be moved from one location to another using Cut and Paste icon.

Copying Text: The selected text can be copied to another location.

④ Write the steps to copy and paste text using the keyboard

Ans: * Select text

* Use $ctrl + C$ → To copy the text

* Use $ctrl + V$ → To paste it

⑤ How can you change case of select text in MS Word 2010?

Ans: Steps to Change Case

* Select the text

* Font group → Home tab

↓
Change Case icon

↓
Select any of the 5 options

↓
Click on OK.

⑥ which key can be pressed to check spelling and grammar in MS Word?

Ans: F7 Key → To check the spelling and grammar

⑦ what is the difference between Replace and Replace All in Find and Replace option?

Ans: Replace: * It will replace the first occurrences and then move to the next.

* Replace the item/word one at a time

* It gives you control to decide if you want to replace the next

Replace All: * It replaces all occurrences at a time
* Sometime bit dangerous to use



TEST YOURSELF







A. Fill in the blanks.

1. Press any arrow key or just click again to deselect text.
2. A red wavy underline indicates a possible Spelling error.
3. Pressing the F7 Key opens the Spelling and Grammar dialog box.
4. If we don't want to change the spelling to the suggested one, we click on the Ignore once / Ignore All button.
5. You can use Ctrl and Home keys to go to the beginning of your document.

B. Give the keyboard shortcuts to do the following.

1. Remove the selected text. → ctrl + X
2. Put off the Overtyping mode. → Insert Key
3. Paste the cut text. → ctrl + V
4. Copy the selected text. → ctrl + C

C. Name the icons shown below.

1.  cut
2.  Spelling & Grammar
3.  Paste
4.  copy
5.  change case
6.  clipboard

D. Answer these questions.

1. What is editing?

Tick (✓) the correct statements and put a cross (X) against the wrong ones.

1. If the insert mode is on, the inserted text pushes the text next to it towards right.
2. To move some text to a new location, it has to be selected, cut and pasted at the desired location.
3. We can press Ctrl and X keys to cut a text.
4. Sentence case option capitalizes the first letter of each sentence.

two of these options.

Q8: ANS 'Match case' option

For example, if you type 'BAG', MS Word will look for words which are written in all caps, that is, in all capital letters only. So, 'bag', 'Bag' or 'bAG' will not be shown in the search.

COOL TIP

'Find whole words only' option

For example, if you type 'bag', MS Word will search for the complete word 'bag'. It will not show 'bag' as a part of the spelling

