

25/08/21
Wednesday

[Test-5]

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[Ans of Test-5]

[Editing text in MS Word 2010]

[5 Marks]

(A) Answer the following questions:

(1) what is editing?

(2) what will happen if the Overtyping mode is off? → whatever text is inserted it pushes the text next to it towards right

(3) write different ways to delete a character, word, line or sentence. * First select [character, word, line]

Ans: * Press the Delete key / Click on cut icon

(4) what is the difference between Replace and Replace All?

(5) write the shortcut key for checking the spelling and grammar errors

↳ F7 Key

Q8 write True / False : [5 Marks]

- ① The misspelled word can be corrected by right-clicking on the misspelled word [T]
- ② A red wavy underline indicates grammatical error [F]
- ③ We can press Ctrl and Z keys to cut a text [F]
- ④ Spelling & Grammar icon is on the proofing group [T]
- ⑤ Capitalize each word case option capitalizes all letters of the word [F]

① Fill in the Blanks [5 Marks]

- ① Ctrl and Home Key is used to go to the beginning of your document.
- ② Insert Key is the key to put off the Overtyping mode.
- ③ Before making any changes, text in a document needs to be selected.
- ④ Ctrl + V key is used to paste.
- ⑤ Toggle case option changes all upper case letters to lower case and vice versa.

D Match the following: [5 Marks]

- | | |
|------------------------|----------------------------|
| ① Press any arrow key | ③ Editing group |
| ② Green wavy underline | ④ Font group |
| ③ Replace icon | ⑤ Double-click on the word |
| ④ Change case icon | ① To deselect text |
| ⑤ Select a word | ② Grammatical error |