Name: _____ Roll: _____ Sec. _____ Date: _____

Q1. Fill in the blanks using the help box.

Thesaurus	Editing	Selection area	Red	File Print
Double-click	Ctrl+N	Clipboard	Green	

a) The _____ is a reserved place that stores data temporarily.

b) Making changes in a document is called _____.

c) The _____ option provides a list of synonyms and antonyms.

d) Incorrectly spelt words can be seen with _____ wavy line under them.

e) To print a document, click in _____ tab > _____ option.

f) The shortcut key to open a file is _____.

g) The _____ is a blank area in the left margin

h) The grammatical errors in a document are indicated with _____ wavy line.

i) To select a word _____ on it.

Q2. Application based questions.

a) Raman has made a project, but he does not know how to check spellings and grammatical mistakes in a document. What steps will you suggest him?

_____

b) Sonam has added some extra paragraphs in her document. The teacher has asked her to delete them. How will you help her to do this?

_____

c) Kiran has written five lines on "My pet dog". Now she wants to store the file in her computer. How will she do that?

_____

Q3. Answer in one word.

a) The shortcut use to check spelling and grammar in Word document. _____

b) Command used to reverse the action of the UNDO command. _____

c) The mode that is used to replace the existing text. _____

d) The shortcut key to delete to the left. _____

Q4. Match the following.

a)	Copies the text from one place and pastes it at another place	Ctrl + A	____
b)	Selects the entire text	Shift + Home	____
c)	Select the text from current position to the beginning of the line	Ctrl + X, Ctrl + V	____
d)	Deletes one word to the right	Ctrl + C, Ctrl + V	____
e)	Cuts the text and places it at a new location	Ctrl + Delete	____

Q5. What is editing?

_____

Q6. Write two features of a word processing software.

_____

_____

_____

Q7. Differentiate between moving and copying text.

_____

_____

_____

_____

Note: Learn the keyboard shortcut keys for the following commands.

Open a new document - Ctrl + N	Cut – Ctrl + X
Save a file - Ctrl + S	Copy – Ctrl + C
Print a file – Ctrl + P	Paste – Ctrl + V
Open a file – Ctrl + O	