



G.D.GOENKA PUBLIC SCHOOL
Subject: Computer Science Date: 09-09-2021

This Pdf is not to be Printed

Topic : Chapter- 5 (Editing Text in Ms Word 2016)

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SECTION-A

Note: This pdf is not to be printed.

A. Fill in the blanks:

1. The **Selection Area** is a blank area in the left margin of a document.
2. The **Clipboard** is a reserved place that stores data temporarily.
3. Making changes in a document is called **Editing**.
4. To print the document, click on **File** tab > **print** option.
5. Incorrectly spelt words can be seen with **Red** wavy line under them..
6. The **Thesaurus** option provides a list of synonyms and antonyms.

B. State True or False:

1. The Shortcut key to close a document is Ctrl+C **False**
2. In Ms word you can share documents on the internet **True**
3. Ms word displays only three views on the status bar **False**
4. To select a sentence, hold down shift key and click anywhere on the sentence **False**
5. To Select a Paragraph, double-click anywhere in the paragraph **False**

C. Match the Following

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

C. Application Based Questions:

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

Ans:

- ❖ **Right click on the word with a red wavy line.**
- ❖ **A Shortcut menu opens, displaying various suggestions.**
- ❖ **Select the correct spelling from the suggestions list.**
- ❖ **Word 2016 automatically replaces the incorrect spelling with the selected**
- ❖ **Option.**

2. 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?

Ans:

- ❖ **Select the Extra paragraphs**
- ❖ **Press the Delete key**
- ❖ **The selected text will be Deleted.**

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