



Q no.3: Explain the use of Thesaurus option in word 2016?

Ans 3: Thesaurus option helps us to improve our Vocabulary by providing a list of Synonyms (words with similar meaning), for any word.

Q no.4 Differentiate between moving and copying the text?

Ans 4: Moving is a feature which is used to move the text from its original location to a new location. Where as, Copying is also a feature which can be used to copy the text not only from one location to another within a document, but also from one document to another. This feature helps in reducing our time and effort in typing.

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