



**G.D.GOENKA PUBLIC SCHOOL**

**Subject: Computer Science Date: 11-09-2021**

**Note: This pdf is not to be printed.**

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

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**SECTION-B**

**A. Multiple choice Questions:**

1. Into how many ways you can insert text in an existing file?  
a) 3                                      b) **2**                                      c) 4
2. Grammatical Errors are indicated with a \_\_\_\_\_  
a) Red wavy line                      b) **Green Wavy line**                      c) Blue Wavy Line
3. Which among the following shortcut keys is used to select one character to the right?  
a) **Shift+→**                              b) Shift+ ←                              c) Shift+ ↑
4. Which is the shortcut key for undo command?  
a) Ctrl+Y                              b) Ctrl+U                              c) **Ctrl+Z**

**B. Answer in one word or one sentence:**

1. Which shortcut key is used to check spelling and grammar in word document?  
**F7 key**
2. Which command is used to reverse the action of the Undo command?  
**Ctrl+Y**
3. Name the mode that is used to replace the existing text in a document?  
**Overtyping Mode**
4. Write the shortcut key to delete one word to the left?  
**Ctrl+Backspace key**

**C . Answer the Following:**

Q no.1. List any three Features of a word processing software.?

Ans 1:

- It produces letters, reports, notices, newsletters, books bills etc quickly.
- Modify the text, both while typing and after typing. Beautify the text using colour, Style, font size, border, shading and various other effects.
- Insert Graphics and make use of various drawing tools to draw pictures.

Q no.2. What do you understand by Editing? How can you insert text in a Document?

Ans 2: Making changes in a document is called Editing. We can insert text in a document

in two different ways:

- By using Insert Mode
- By using Overtyping mode

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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