

CLASS 4

LESSON 4: EDITING IN MS WORD

1. Write the shortcut keys for the following operations.

- a. Ctrl+C b. Shift+End c. Ctrl+F
d. Ctrl+Y e. Ctrl+V f. F7

2. Circle the correct option.

- a. (i) b. (iii) c. (ii) d. (ii)

3. Fill in the blanks.

- a. Enter b. F7 c. Find
d. Cut, Paste e. Redo

4. Put a tick (✓) if the given statement is correct and a cross (✗) if it is wrong.

- a. ✓ b. ✗ c. ✓ d. ✗ e. ✓

5. Answer the questions.

- a. (i) Spacebar key: This key is used to insert a space in the text. Position the cursor where you want to insert a space and press the Spacebar key.
(ii) Enter key: This key is used to start a new paragraph at the cursor position.
(iii) Caps Lock key: This key is used to write text in capital letters. To type in capitals, press the Caps Lock key. A light above the Numeric keypad on the right side of the keyboard turns on.
- b. (i) Delete and Backspace key
The Delete key deletes the character to the right of the cursor position, while the Backspace key deletes the character to the left of the cursor position.
(ii) Cut and the Copy option
The Copy option is used to repeat some text at a different location in the same or in another document. The Cut option is similar to Copy option except that it removes the text from its original location.
- c. Find and Replace feature of Word provides you the option for searching a text and replacing a particular text with some other text.
- d. The Undo button is used to reverse the last action performed. The Redo button reapplies the last action reversed by the Undo.