

CLASS 4
SUBJECT : COMPUTER SCIENCE
TOPIC : EDITING IN WORD
WORKSHEET

SYNOPSIS:

- Making changes to the text in a document is called editing.
- The selected text in a document is highlighted in blue color.
- The Undo option is used to cancel the last action done in a document.
- The Redo option is used to cancel the action of the Undo option.
- Use the Copy and Paste options to copy text.
- Use the Cut and Paste options to move text.
- A spelling mistake is highlighted with a red wavy line.
- A grammatical mistake is highlighted with a green wavy line.
- The Thesaurus option provides a list of synonyms and antonyms for a selected word.

I. Fill in the blanks:

- a) The mouse pointer is in the shape of an _____ inside the document area.
- b) The selected text is highlighted in _____ color.
- c) A spelling mistake is highlighted with a _____ line.
- d) To delete a paragraph, select it and press either the DELETE or the _____ key.
- e) The Copy and _____ options are used to copy text.

II. State whether the following statements are True or False:

- a) The Copy and Paste options remove the original text from its place.
- b) The shortcut for copying text is CTRL+C.
- c) The Thesaurus option in Microsoft Word provides a list of synonyms and antonyms.
- d) A grammatical mistake is highlighted with a blue wavy line.
- e) A character is each letter, number or symbol in a text document.

III. Answer the following questions:

- a) What is a word processor? Give an example.
- b) Which two devices can you use to select the text?
- c) What are the functions of Undo and Redo options?
- d) How are spelling and grammar mistakes highlighted in Microsoft Word?
- e) What is Thesaurus?
- f) How can you delete a paragraph in a document?

IV. Complete the following exercises at the end of the chapter:

- a) Exercise A on Page No. 35 and 36.
- b) Exercises B on Page No. 36.
- c) Exercise F on Page No. 37.