

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

I. Fill in the blanks:

- a) I-beam.
- b) Blue.
- c) Red wavy.
- d) BACKSPACE.
- e) Paste.

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

- a) False.
- b) True.
- c) True.
- d) False.
- e) True.

III. Answer the following questions:

- a) A word processor is a software that can be used to create a text document on a computer. Example- Microsoft Word.
- b) A text can selected with the help of two devices- a mouse and a keyboard.
- c) The Undo option is used to cancel the last action done in the document. The Redo option is used to cancel the action of the Undo option.
- d) By default, in a Word document, a spelling mistake is highlighted with a red wavy line. A grammatical mistake is highlighted with a green wavy line.
- e) A thesaurus is a dictionary of words with same meanings (synonyms) and their opposites (antonyms). This option in Microsoft Word provides a list of synonyms and antonyms.
- f) We can delete a paragraph in the document by selecting it and pressing either the DELETE key or the BACKSPACE key.

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

EXERCISE A: TICK THE CORRECT ANSWERS:

- 1. (a) Editing.
- 2. (c) Triple-click.
- 3. (a) CTRL+A.
- 4. (c) Quick Access Toolbar.
- 5. (c) Review.
- 6. (b) Redo.
- 7. (b) Thesaurus.

EXERCISE B: NAME THE FOLLOWING:

- 1. Thesaurus.
- 2. Undo option.

3. Home tab.
4. Spelling & Grammar option.

EXERCISE F: NAME THE KEYS YOU WILL PRESS TO SELECT THE FOLLOWING:

1. SHIFT + END
2. SHIFT + HOME
3. CTRL + A
4. SHIFT + RIGHT ARROW
5. SHIFT + DOWN ARROW

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