WELLAND GOULDSMITH SCHOOL

CLASS-IV

COMPUTER STUDIES WORKSHEET

CHAPTER- EDITING IN WORD

SUMMARY

- Microsoft Word is an example of word processor.
- Making changes in a Word document is called editing.
- A text needs to be selected before editing.
- A text can be selected using mouse or keyboard.
- The delete key or the backspace can be used to remove text in a Word document.
- Undo is used to cancel the last action done in the document and Redo is used to cancel the action of undo.
- While copying text the original text remains in its original position.
- While moving a text using the cut option the text is moved from its original place.
- A spelling error is underlined in red and a grammatical error is underlined in green.
- Thesaurus provides a list of antonyms and synonyms in Ms-Word.
  LEARN THE DID YOU KNOW AND COOL TIP FROM THE CHAPTER

1) Write the shortcuts:-

a) To select one character to the right of the cursor-

b) To select text till one line up-

c) For cutting-

d) Undo-

e) To select the entire document-

2) FILL IN THE BLANKS:-

a) The Paste option is available under the _____ group.

b) The space on the left side of the text in Ms-Word is known as _____.

c) Microsoft Word was originally named _____.

d) The Undo and Redo option is present on the _____ toolbar.

e) To select a word _____ anywhere on the word.

3) Match the following:-

1) Paul Allen   a) Grammatical error

2) Green wavy line   b) REDO

3) CTRL+Y   c) Paste

4) Clipboard   d) Ms-Word

4)Answer the following questions:-

a) Define Undo and Redo.

b) Write the steps to copy text from one location to another.

c) What is Auto correct?

In addition to the worksheet Solve the check your progress from the book and Test yourself (pg35)exercise-A,B,C,D and H