

Chapter 5

WORKSHEET

I. State whether True or False.

1. We can make changes in a typed document.
2. Ctrl + Delete keys are pressed to delete a character to the left.
3. Cut and Paste is used to copy text.
4. Cut, Copy and Paste tools are present in the Clipboard group.
5. Find and Replace is a formatting tool.

II. Fill in the blanks.

1. The _____ and _____ commands are used to move text from one place to another.
2. When you select the _____ option, the status bar will show the insert mode.
3. _____ and _____ are the keyboard shortcut keys to paste some text.
4. You can find some word or text and _____ it with a new word in the whole document.
5. The Find button is present in the _____ group.

III. Name the MS Word tool to do each of the following:

1. Add missing text in already typed text.
2. Move text.
3. Create a duplicate copy of selected text.
4. Reverse the previous action.
5. Look for a word in the whole document.