Ch. 3Word –Editing & Formatting

Q-1 Underline the correct answer.

1. Word is _____ types of software.
   a) Word processing   b) Graphical   c) Spreadsheet

2. Save, Undo, Redo buttons are available on _____ toolbar.
   a) Formatting   b) Drawing   c) Quick Access

3. Which key will erase character from right side of the insertion point?
   a) Spacebar   b) Backspace   c) Delete

4. Which key will erase character from left side of the insertion point?
   a) Spacebar   b) Backspace   c) Delete

5. To make word stop underling a word as misspelled, click _____ option
   a) Add to Dictionary   b) Suggestions   c) Both a and b

6. Which command is used to search for a particular word or text?
   a) Find   b) Replace   c) Select

7. The _____wavy line indicates the spelling mistakes.
   a) blue   b) red   c) black

8. The _____ wavy line indicates the grammatical mistakes.
   a) blue   b) black   c) red

9. In _____ option, the first character in the uppercase and rest will be in lowercase.
   a) Uppercase   b) Lowercase   c) Sentence case

10. Spelling & Grammar, Thesaurus options are available under the _____ group of Review tab.
    a) Proofing   b) Paragraph   c) Language

11. _____ means adjusting the text around the objects or images accordingly.
    a) Merging Text   b) Wrapping Text   c) Splitting Text

12. A _____ can be given when the order of the points does not matter.
    a) Numbering   b) Bullets   c) Both a and b

13. Which feature allows to display the first character of the paragraph in a large capital letter?
    a) Wrapping Text   b) Change case   c) Drop Cap

14. Which tab contain the Insert Picture option?
    a) HOME   b) INSERT   c) FORMAT

15. Which tab appear when you select a picture?
    a) FORMAT   b) INSERT   c) HOME

16. Word is saved with the file extension _____.
    a) .pptx   b) .sb2   c) .docx

17. Which group of the Insert tab contains Wrap Text option?
    a) Text   b) Tables   c) Illustrations

18. Which icon represents the Border and Shading option?

    a)   b)   c)

19. Which icon represents the Drop Cap option?

    a)   b)   c)

20. Which option, provide unique and decorative text style?
    a) Word Art   b) Change case   c) Drop Cap

Q-2 Fill in the blank.

1. _____program is used for creating, formatting and saving a document.
2. _____means the text will disappear from its original location and appears at another location.
3. _____means the text will remain at its original place and also appear at the place where it is pasted.
4. _____is a list of words grouped together containing synonyms and antonyms.
5. There are _____ change cases option.
6. In _____option, all character will be in small letters.
7. A _____is a dot or a symbol that is marked to display the text in the form of different points.
8. The _____ button controls text around the picture.
9. The_____ tab contain Wrap Text option.
10. Drop cap option is available on _____ tab and _____group.
11. Border option is available on the _____group of HOME.

Q-3 Write true or false.

1. To add more than one space between two words, use Tab key. _____
2. In Capitalize each word, all character will be in capital letters. _____
3. In toggle case, it convert capital letter into small letter and small letter into capital letters. _____
4. Thesaurus helps you to increase your knowledge. _____
5. Shapes option add a variety of arrows, callouts, squares, stars etc. _____
6. In Behind Wrapping option, the text runs over the graphics. _____
7. CTRL+S selects the entire text of the document. _____
8. We can add page border in our document. _____
9. A numbered list is used to display the points in ordered manner. _____

Q-4 Write keyboard shortcut key for the following.

1) To delete word from right of the insertion point.	
2) To delete word from left of the insertion point.	
3) Replace	
4) Find	
5) To check the spelling and grammar of text	
6) To find the next misspelling or grammatical error.	
7) To choose the spelling command	
8) To use Thesaurus	

Q-5 Identify the picture related to MS-Word and name it.

A≣		✂	
💾		📄	
≣		≣	
≣		:≡	
📋		≣	
1,2,3 ≣		⊞	