



## Keyboard Shortcut

Common shortcut keys for Office suite (Word, Excel, PowerPoint and Access) are:

Ctrl + S Saves a document  
 Ctrl + P Prints a document  
 Ctrl + Z For undoing an action  
 Ctrl + C Copies selected text or graphic  
 Ctrl + I Applies or removes italic formatting

Ctrl + X Cuts or moves selected text or graphic  
 Ctrl + V Pastes the most recent copy or cut  
 Ctrl + B Applies or removes bold formatting  
 Ctrl + A Selects the entire text of the document  
 Ctrl + U Applies or removes underline formatting

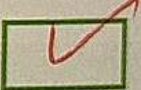
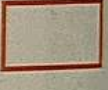
## Now I Know!

### CHECKLIST

Agree Disagree

After reading the chapter, I know these points:

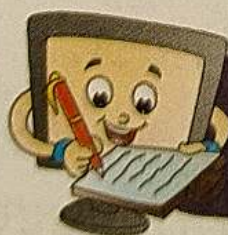
- The undo feature is used to reverse the action taken in a document.
- In Word, text underlined with red and blue colors displays spelling and grammatical errors respectively.
- Thesaurus is a list of words grouped together, containing synonyms and antonyms.
- Find and Replace command is used to search and replace the selected text or word with new one.
- Pictures and clip arts can be inserted into the document, along with the text.
- WordArt is used to display a decorative title or draw attention towards important information.
- Drop cap feature displays the first character of the paragraph in a large capital letter.
- A bullet can be given when the order of the points does not matter, i.e. unordered.
- An ordered list or numbered list can also be used whenever you want to display the points in some sequence or ordered manner.



B.

C.

D.



## Self-Evaluation

A. Tick [✓] the correct answer.

1. The colored wavy line which shows the spelling mistake is .....
- a. blue  b. yellow  c. red 



2. Inserting ..... makes the document more attractive and presentable.

- a. words ☐ b. sentences ☐ c. picture ☒

3. .... text means adjusting the text around the image accordingly.

- a. Inserting ☐ b. Wrapping ☒ c. Reviewing ☐

4. Shape command is available under ..... tab.

- a. Home ☐ b. Insert ☒ c. Review ☐

5. .... feature displays first character of the paragraph in capital.

- a. WordArt ☐ b. Drop Cap ☒ c. Thesaurus ☐

**B. Write 'T' for True and 'F' for False statements.**

1. Copying removes the text from its original location.
2. We can press Ctrl+Z keys to use Undo feature.
3. Word provides many options to wrap the text around image.
4. We cannot move an image in the document.
5. Bullet is used to show unordered list in a document.
6. We cannot add border to the text in our document.

F  
T  
T  
F  
T  
F

**C. Fill in the blanks.**

1. Cut ..... a text means the text disappears from its original location.
2. Toggle Case ..... reverses the case of letters or selected text.
3. Word Art ..... provides many unique, decorative text styles.
4. We can produce a hard copy ..... of the document displayed on screen.

**D. Differentiate between the following.**

omit

1. Copying Text

Moving Text

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.....  
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.....  
.....  
.....

2. Bulleted List

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.....

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3. Lowercase

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.....

.....

Numbered List

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.....

.....

Uppercase

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.....

.....

**E. Answer the following questions.** *Omit*

1. What is the use of Undo feature in Word?

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2. How are spelling and grammar mistakes identified in Word?

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3. What is Thesaurus? How is it useful?

.....

.....

.....

4. What are the different text alignment options in Word?

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.....

5. What do you mean by wrapping text around a graphic?

.....

.....

**F. Application-based Question**

Rohit has written a paragraph on 'Importance of Computers'. Now, he wants to display the title in a decorative way. Tell him the option that he should use.

*He should use Word Art.*

**Problem Solving Skill**



Animation

