

**Girls' High School & College, Prayagraj**  
**WORKSHEET 4**  
**Session (2020- 21)**  
**Class 4 A-F**  
**Subject – Computer**

**(CHAPTER 3) TOOLS OF WORD PROCESSOR**

[**INSTRUCTION:-** Parents are expected to ensure that the child Understands, Learns and is able to do these exercises.]

**(MOVING THE TEXT)** – This feature allows the user to change the position of the selected text from one place to another. There are more than one ways of moving the text:

Select the desired text and click on the **Cut** button in the **Clipboard** group on the **Home** tab. Bring the pointer to the desired location and click on the **Paste** button in the **Clipboard** group.

**OR**

Select the desired text and press **Ctrl + X** key combination. Bring the pointer to the desired location and press **Ctrl + V** key combination.

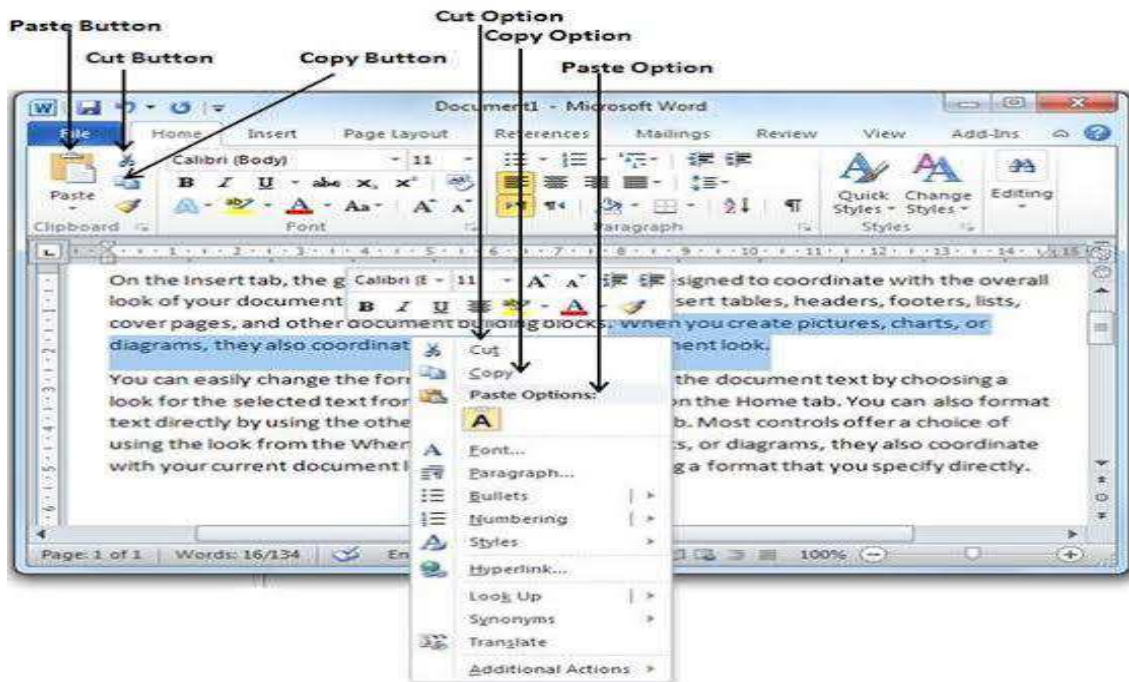
**OR**

Right- click on the selected text and select the **Cut** option from the Context menu. Now bring the pointer to the desired location, right- click, and select the **Paste** option.

**(COPYING AND PASTING THE TEXT)** – Copying text means duplicating the text by keeping a particular piece of text at its original location as well as pasting it at another location. This feature helps us to save our time and effort in typing.

Just like the moving operation, copying operation can also be carried out in three different ways:

- Using **Copy** and **Paste** button in the **Clipboard** group to copy and paste the selected text respectively at the desired location.
- Using **Ctrl + C** and **Ctrl + V** key combination to copy and paste the text respectively.
- Using **Copy** and **Paste** option from the Context menu.



**(DELETING THE TEXT)** – You can also delete text by using the Backspace key. It removes the character to the left of the cursor position. To delete a block of the text, select the text and then press either the **Delete** key or the **Backspace** key.

Select the text → Press the **Delete** key. → The selected text will be removed.

**USING UNDO REDO COMMANDS** – Microsoft Word keeps track of all the changes that we make in a document. We can easily undo any change and restore the original text.

**UNDO** – This option reverses the effect of the last command. To reverse one or more than one action, click on the **Undo (Ctrl + Z)** button present on the **Quick Access Toolbar**.

**REDO** – To reverse the action of the Undo command, click on the **Redo (Ctrl + Y)** button present on the **Quick Access Toolbar**.

**CHECKING SPELLINGS AND GRAMMAR** – Word has a built-in dictionary and a set of grammatical rules to check the spellings and grammar of the text document. Incorrectly spelt words are displayed with a single red wavy line under them. The grammatical errors are indicated with a green wavy line. The spell check starts from the position of the cursor and checks the complete document. A simple method to check the spelling of any word is as follows:

- Right-click on the word underlined with a red wavy line.
- A Shortcut menu opens, displaying various suggestions.
- Select the correct spelling from the **Suggestions** list.
- Microsoft Word automatically replaces the incorrect spelling with the selected option.

**USING THESAURUS** – Thesaurus helps us to improve our vocabulary by providing a list of synonyms ( words with similar meaning), and antonyms ( word with opposite meaning) for any word. Follow these steps to use Thesaurus:

- Select the word for which you want to find synonyms or antonyms.
- Click on the **Review** tab. Select the **Thesaurus** option in the **Proofing** group.
- The **Research** task pane opens, displaying the synonyms and antonyms.
- Move the mouse pointer to the suitable word, click on the drop- down button present on its right side and select the **Insert** option. The existing word will be replaced with the selected one.

#### **(Know the fact)**

- There are two text entry modes in Word: **Insert** and **Overtyp**e mode. In **Insert** mode, The new next pushes the existing text (if any) to the right of the cursor whereas in **Overtyp**e mode, the existing text is replaced by the newly added text, character by character.
- **Clipboard** is a temporary storage area in Windows that allows you to store, cut, copy and paste data while switching between the application. Up to 24 multiple text and graphical items could stay on the Office clipboard until you exit Office applications. After exiting the Office applications, the last item that you copied stays back in the Clipboard.

#### **(Quick View)**

- We can select the entire text by using the **Ctrl + A** key combination.
- Select the text from the current position to the beginning of a line by using the **Shift + Home** key combination. Select the text from the current position to the end of the line by using the **Shift** and End keys together.
- The shortcut key to open Spelling and Grammar dialog box is **F7** key.
- We can also click on the **Spelling & Grammar** button in the **Proofing** group on the **Review** tab to correct the spellings and grammar in the document. The **Spelling and Grammar** dialog box appears with the wrong spellings highlighted in red along with a list of suggestions.
- **Autocorrect** option in the **Spelling and Grammar** dialog box automatically corrects spellings as you type, without any need to confirm each correction.

**(A) Fill in the blanks:- (HINT – Review, Thesaurus, Insert, Overtyp**e, Backspace, Clipboard)

- 1) The \_\_\_\_\_ is a reserved place that stores data temporarily.
- 2) The \_\_\_\_\_ option provides a list of synonyms and antonyms.

- 3) You can also delete text by using the \_\_\_\_\_ key.
- 4) There are two text entry modes in word \_\_\_\_\_ and \_\_\_\_\_ mode.
- 5) Spelling and Grammar button in the Proofing group on the \_\_\_\_\_ tab to correct the spellings and grammar in the document.

**(B) Match the following:-**

- |                       |  |
|-----------------------|--|
| 1) Ctrl + A           | (a) Copies the text from one place and pastes it at another.               |
| 2) Shift + Home       | (b) Selects the text from the current position to the end of the line.     |
| 3) Ctrl + X, Ctrl + V | (c) Selects the text from the current position to the beginning of a line. |
| 4) Ctrl + C, Ctrl + V | (d) Cuts the text and places it at a new place.                            |
| 5) Shift + End        | (e) Selects the entire text.   |

**(C) Write the Shortcut keys:-**

- 1) Check Spelling and Grammar –
- 2) Undo –
- 3) Redo –
- 4) Cut –
- 5) Copy –
- 6) Paste –

**(D) Multiple Choice Questions:-**

- 1) Where are Undo and Redo buttons located?  
(a) Quick Access Toolbar (b) Quick Launch icons
- 2) Grammatical errors are indicated with a \_\_\_\_\_.  
(a) Red wavy line (b) Green wavy line
- 3) Incorrectly spelt words can be seen with a \_\_\_\_\_ under them.  
(a) Blue wavy line (b) Red wavy line
- 4) \_\_\_\_\_ option in the Spelling and Grammar dialog box automatically corrects spellings.  
(a) Change All (b) Autocorrect

**(E) Question and Answer:-**

**Q1)** Write the difference between Moving and Copying the text in a document.

**A1) Moving a document**

This feature allows the user to change the position of the selected text from one place to another.

**Copying the document**

Copying text means duplicating the text by keeping a particular piece of text at its original location as well as pasting it at another location.

**Q2)** Write the steps to delete the selected text in a document.

**A2)** The steps to delete the selected text in a document are:-

- 1) Select the text
- 2) Press the Delete key.
- 3) The selected text will be removed.

**Q3)** Write the difference between of Redo and Undo command of MS Word.

**A3) REDO**

This option is used to reverse the action of Undo command.

**UNDO**

This option reverses the effect of the last command.

**Q4)** Explain the use of Thesaurus feature in Microsoft Word.

**A4)** Thesaurus helps us to improve our vocabulary by providing a list of synonyms and antonyms for any word. Follow these steps to use Thesaurus:

- 1) Select the word for which you want to find synonyms or antonyms.
- 2) Click on the Review tab. Select the Thesaurus option in the Proofing group.
- 3) The Research task pane opens.
- 4) Click on the drop- down button present on its right side and select the Insert option. The existing word will be replaced with the selected one.

**Q5)** Write the method to check the spelling of any word in MS Word.

**A5)** The method to check the spelling of any word are:-

- 1) Right- click on the word underlined with a red wavy line.
- 2) A Shortcut menu opens.
- 3) Select the correct spelling from the Suggestions list.
- 4) Microsoft Word automatically replaces the incorrect spelling with the selected option.

(5)

**END**