CHRIST CHURCH SCHOOL	
Name: _____	**Date:** _____
Subject: Computer	**Roll No:**_____
STD: 4	**DIV:** A- G

Topic: Editing in Word. (Notes)

Kindly learn the notes given below also read the textbook.

I. Fill in the blanks:
1. The mouse pointer is in the shape of an **I beam.**
2. The selected text is highlighted in **Blue color.**
3. A spelling mistake is highlighted with a **Red Wavy line**.
4. To delete a paragraph, select it and press either the delete key or the **Backspace** key.
5. The copy and **Paste** options are used to copy text.

II. Name the keys you will press to select the following:
1. Text till end of the line. – **Shift+ End**
2. Text till the beginning of the line.- **Shift+ Home**
3. The entire document. – **CTRL+A**
4. One character to the right of the cursor. – **Shift + Right Arrow**
5. Text till one line down. – **Shift +Down Arrow.**

III. Name the following:
1. An option that proves a list of synonyms and antonyms. – **Thesaurus**.
2. An option to cancel the last action performed in a document. – **Undo.**
3. The tab that contains the copy and paste options. - **Home tab.**

IV. Write answers for the following:
1. Which two devices can you use to select the text?
   Ans: Mouse and keyboard are used to select the text.
2. How can you select a word with a mouse?
   Ans: To select a word, double click anywhere on the word.
3. On which tab will you find the cut, copy and paste options?
   Ans: You will find cut, copy and paste options the home tab.
4. What is editing?
   Ans: Making changes to a text in a document is called editing.
5. Where do you find the Undo and Redo options?
   Ans: You will find the Undo and Redo options on the Quick access tool bar.