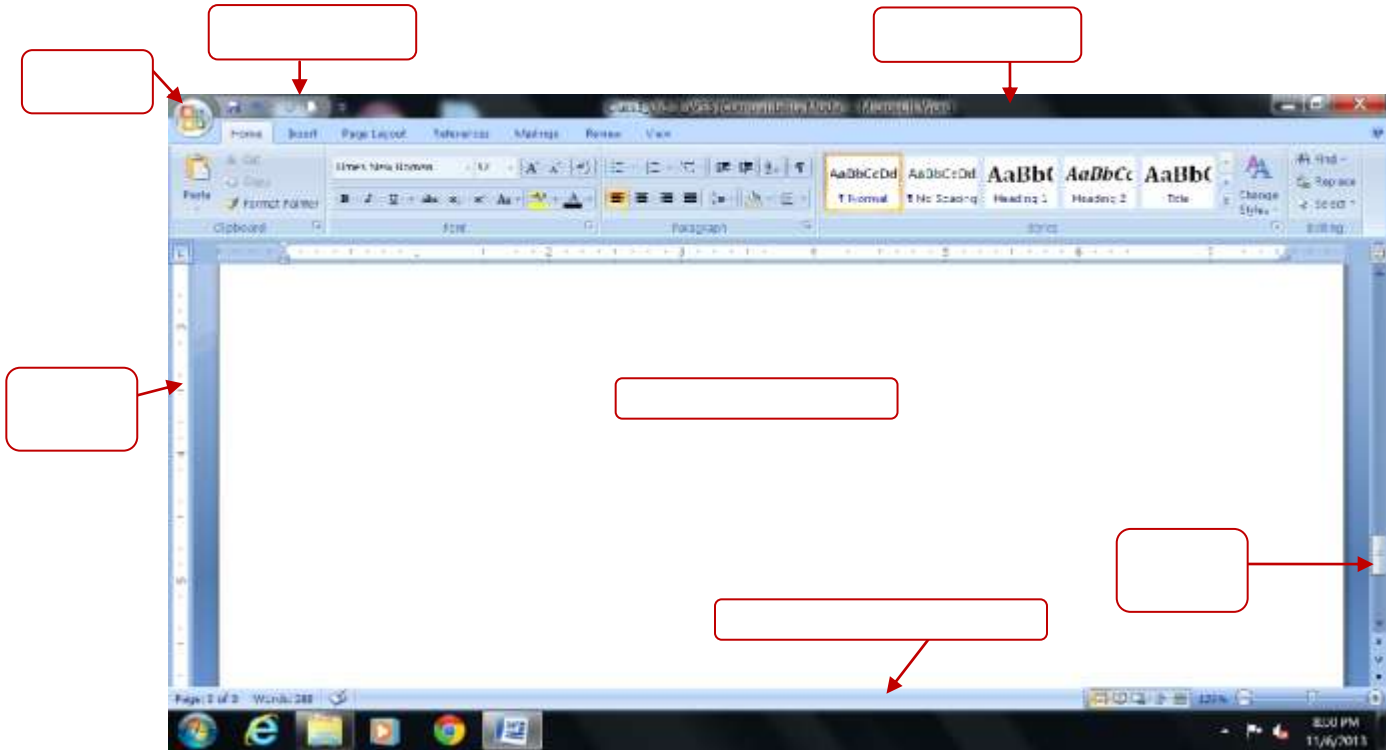













CLASS IV COMPUTER SCIENCE WORKSHEET – Chapter 5 (Nov-Dec 2013-2014)

**CHAPTER 5: EDITING TEXT IN MS WORD 2007**

**Q1. Identify the parts of the MS Word 2007 window given below:**



**Q2. Identify and name the following components of MS word window:**

|   |       |   |       |
|---|-------|---|-------|
|  | _____ |  | _____ |
|  | _____ |  | _____ |
|  | _____ |  | _____ |
|  | _____ |  | _____ |
|  | _____ |  | _____ |
|   |       |  | _____ |

**Q3. Fill in the blanks:**

1. The \_\_\_\_\_ displays the name of the current document and application.
2. \_\_\_\_\_ is the default name for a blank document.
3. The small blinking line that you see on the screen is known as \_\_\_\_\_.
4. The \_\_\_\_\_ is the area in the MS Word window where you type text.
5. \_\_\_\_\_ is a temporary storage area in Windows.
6. To close a document click on Office button > \_\_\_\_\_ option.
7. To exit MS Word application click on Office button > \_\_\_\_\_ option.

**Q4. Write the keyboard shortcuts for the following:**

1. To create new document \_\_\_\_\_
2. To save a document \_\_\_\_\_
3. To close a document \_\_\_\_\_
4. To open an existing document \_\_\_\_\_
5. To print a document \_\_\_\_\_
6. To exit MS Word \_\_\_\_\_
7. Cut \_\_\_\_\_
8. Copy \_\_\_\_\_
9. Paste \_\_\_\_\_
10. Select the entire document \_\_\_\_\_
11. Undo \_\_\_\_\_
12. Redo \_\_\_\_\_
13. Check Spelling and Grammar \_\_\_\_\_
14. Open Thesaurus \_\_\_\_\_

15. Cut and Paste \_\_\_\_\_
16. Copy and Paste \_\_\_\_\_
17. Selects text from the current position to the beginning of a line \_\_\_\_\_
18. Selects text from the current position to the end of a line \_\_\_\_\_

**Q5. Write the selection methods for each of the following:**

1. To select a word \_\_\_\_\_
2. To select a sentence \_\_\_\_\_
3. To select a paragraph \_\_\_\_\_
4. To select a large block of text (two or more paragraphs) \_\_\_\_\_
- \_\_\_\_\_
5. To select the entire document \_\_\_\_\_

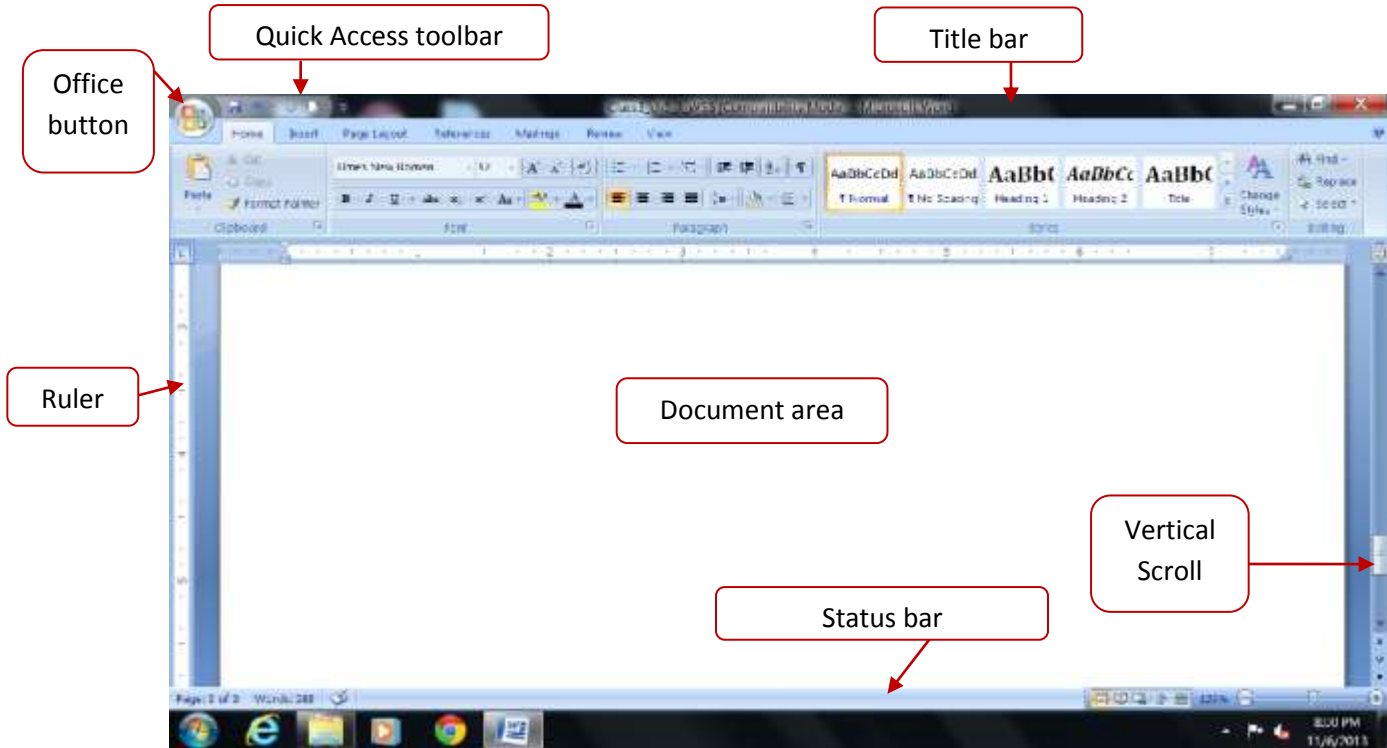
**Q6. Answer the following:**

1. What kind of software is MS-Word?
2. Give any two examples of word processing software?
3. What do you understand by 'Editing the text'?
4. Which button has the commands to open, save, close, print a document?
5. On which toolbar appears Save, Undo and Redo buttons?
6. Which toolbar is located next to the Office button and contains the commonly used commands?
7. Define cursor, editing, selection and clipboard.
8. What do the green wavy lines under the text show?
9. Write the steps to move the text?
10. Write the steps to copy the text?












CLASS IV COMPUTER SCIENCE WORKSHEET – Chapter 5 (Nov-Dec 2013-2014)

CHAPTER 5: EDITING TEXT IN MS WORD 2007

**Q1. Identify the parts of the MS Word 2007 window given below:**



**Q2. Identify and name the following components of MS word window:**

|   |                             |   |              |
|---|-----------------------------|---|--------------|
|  | <u>Office button</u>        |  | <u>Undo</u>  |
|  | <u>Paste option</u>         |  | <u>Redo</u>  |
|  | <u>Cut option</u>           |  | <u>Open</u>  |
|  | <u>Copy option</u>          |  | <u>New</u>   |
|  | <u>Quick Access toolbar</u> |  | <u>Save</u>  |
|   |                             |  | <u>Print</u> |

**Q3. Fill in the blanks:**

1. The title bar displays the name of the current document and application.
2. Document 1 is the default name for a blank document.
3. The small blinking line that you see on the screen is known as Cursor.
4. The document area is the area in the MS Word window where you type text.
5. Clipboard is a temporary storage area in Windows.
6. To close a document click on Office button > Close option.
7. To exit MS Word application click on Office button > Exit Word option.

**Q4. Write the keyboard shortcuts for the following:**

1. To create new document → Ctrl + N
2. To save a document → Ctrl + S
3. To close a document → Ctrl + W
4. To open an existing document → Ctrl + O
5. To print a document → Ctrl + P
6. To exit MS Word → Alt + F4
7. Cut → Ctrl + X
8. Copy → Ctrl + C
9. Paste → Ctrl + V
10. Select the entire document → Ctrl + A
11. Undo → Ctrl + Z
12. Redo → Ctrl + Y
13. Check Spelling and Grammar → F7
14. Open Thesaurus → Shift + F7

15. Cut and Paste → Ctrl + X and Ctrl + V

16. Copy and Paste → Ctrl + C and Ctrl + V

17. Selects text from the current position to the beginning of a line → Shift + Home

18. Selects text from the current position to the end of a line → Shift + End

**Q5. Write the selection methods for each of the following: ( Refer page 40, table )**

1. To select a word \_\_\_\_\_

2. To select a sentence \_\_\_\_\_

3. To select a paragraph \_\_\_\_\_

4. To select a large block of text (two or more paragraphs) \_\_\_\_\_

5. To select the entire document \_\_\_\_\_

**Q6. Answer the following:**

1. What kind of software is MS-Word?

Answer: MS Word is an application software used for word processing.

2. Give any two examples of word processing software?

Answer: MS Word, Wordpad

3. What do you understand by 'Editing the text'?

Answer: Making changes to the text in the document after typing is called Editing.

4. Which button has the commands to open, save, close, print a document?

Answer: Office button

5. On which toolbar appears Save, Undo and Redo buttons?

Answer: Quick Access toolbar

6. Which toolbar is located next to the Office button and contains the commonly used commands?

Answer: Quick Access toolbar

7. Define cursor, editing, selection and clipboard.

Answer: Cursor - A cursor is the small blinking line that we see on the screen.

Editing - Making changes to the text in the document after typing is called Editing.

Selection – We can select the text in a variety of ways. The selected text is displayed on the screen in a highlighted bar.

Clipboard – Clipboard is a temporary storage area in windows which can hold a piece of information at a time for further use in a program.

8. What do the green wavy lines under the text show?

Answer: Grammatical errors are indicated with a green wavy line.

9. Write the steps to move the text?

Answer:

Step 1: Select the text that you want to move.

Step 2: Press Ctrl + X .

Step 3: Move the cursor to the new location and press Ctrl + V.

10. Write the steps to copy the text?

Answer:

Step 1: Select the text that you want to copy.

Step 2: Press Ctrl + C .

Step 3: Move the cursor to the new location and press Ctrl + V.