



Assess Yourself

A. Choose the correct option for each of the following:

1. The Copy and Cut options are available in the _____ tab.

☐

Review

☐

Insert

☒

Home

☐

Design

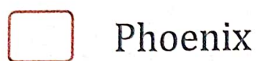
2. To move selected text from one location in a document to another location you use:



3. Grammatical errors in Word 2019 are marked with:



4. The feature of Word that lets you replace words with their synonyms is:



B. Fill in the blanks with the correct answer.

dictionary

Ctrl + Z

synonym

Ctrl + Y

last

1. The key combination to repeat an undone action is Ctrl + Y.
2. You can find a synonym of a word using Thesaurus.
3. The Undo command is used to reverse the last action(s).
4. Word has an in-built dictionary for checking spellings and grammatical errors in a document.
5. The key combination to undo an action is Ctrl + Z.

C. Read the following statements and write 'T' for True and 'F' for False.

1. You can select text in Word using a keyboard or a mouse.
2. Double clicking on a word in a document selects the entire paragraph.
3. The Editor pane lets you correct spelling mistakes only.
4. You can insert text at any position in a document.