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

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

- [ ] 📋 + 📋
- [x] ✂ + 📋
- [ ] ✂ + 📋
- [ ] Enter + 📋

3. Grammatical errors in Word 2019 are marked with:

- [ ] ∿∿∿∿∿
- [x] ══════
- [ ] ‒ ‒ ‒ ‒ ‒
- [ ] ────

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

- [ ] Phoenix
- [ ] Treasure
- [x] Thesaurus
- [ ] Di

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 grammati 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.

D. Answer the following questions.

1. What is a Thesaurus?

Thesaurs provides a list of synonyms or antonyms for a selected word in a docum

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2. What are the different ways in Word 2019 to correct a spelling mistake?

In word 2019, had built in spell checkers that underlined misspelled words & suggested corrections.

3. What is the use of Undo and Redo commands?

Undo option lets you reverse the last action. Redo option reverses the action undone by the undo option

4. What is meant by editing text?

Editing text means to change the text.

5. Write the way to select the following using a mouse?

i. a word   Double click the word.

ii. a line   Press Ctrl Key & click a word in the sentence

iii. a paragraph   Triple click anywhere inside the graph.