

Worksheet No:4
Chapter 4: Working in MS Word

A. Tick (✓) the correct answers.

1. What is the keyboard shortcut to redo an action?
 - a. Ctrl + F4
 - b. Ctrl + Z
 - c. Ctrl + Y
2. What is the keyboard shortcut to undo the last action?
 - a. Ctrl + F4
 - b. Ctrl + Z
 - c. Ctrl + Y
3. What is the keyboard to exit Word application?
 - a. Ctrl + P
 - b. Alt + F4
 - c. Ctrl + Z
4. What is the keyboard shortcut to open the Print screen?
 - a. Ctrl + P
 - b. Ctrl + Z
 - c. Ctrl + Y

B. Fill in the blanks. You can refer to the help box.

clipboard editing format deleting

1. Using Microsoft Word application, you can easily type, edit, _____ and print text.
2. In computers, erasing anything is called _____
3. A _____ is a temporary folder.
4. Making textual changes in a word document is called _____

c. Write 'T' for True and 'F' for False.

1. You can press Backspace and Delete keys to erase text and numbers in a document. _____
2. Moving text means copying the text from the document. _____
3. Inserting text in a document means adding new text in between the existing lines. _____
4. Overtyping mode replaces the existing text with the new _____