



**CLASS III - OCTOBER MONTH NOTES**  
**5. Editing and Formatting in Word 2016**

**I. Tick the correct option.**

1. Replacing the selected text with the new one is called Editing
2. MS Word is a / an :  
Word-processor
3. The shortcut key to select an entire document is.  
Ctrl+A
4. Ctrl+Y is the shortcut key for which command?  
Redo
5. To select a word, we double click anywhere on that word.

**II. Fill in the blanks :**

1. To move text, click on Cut and paste tools in the clip board.
2. Italics command emphasizes text by slanting it to the right.
3. The selected text appears Highlighted
4. While typing, MS Word Wraps the text automatically and moves the words to the next line that don not fit in the current line.
5. When you copy some text, you create a Duplicate copy of that text.

**III. True or False :**

1. Ctrl + V command is used to copy a text. - False
2. Undo is used to reverse the last change made to a document. - True
3. Formatting means changing and arranging the text in a document to make it attractive. - True
4. MS Word provides three types of font styles. - True
5. You can click three times anywhere in a paragraph to select the entire paragraph. - True

**IV. Answer the following in one word.**

1. Which command is used for printing a text?  
Ctrl + P
2. Which shortcut key is used to create a new document?  
Ctrl + O
3. On which group, in the Home tab is the Font Size box available?  
Font Group
4. Which command is used to make the selected text bold?

**V. Short answer questions.**

**1. What is editing?**

Making changes in a document is called editing.

**2. Write the functions of Undo and Redo commands?**

Undo: MS Word allows you to reverse the changes you have made to a document using Undo command.

Redo: MS Word also permits you to make the changes again if you are not satisfied with Undo. The redo command is used to reverse the Undo command.

**3. How can you select the entire text in a Word document using only the keyboard?**

The entire text in a Word document using only the keyboard can be selected by using the command Ctrl + A.

**4. What is overtyping?**

If you need to replace a part of the text with some new text, you first need to select the text to be replaced. Once the text is selected and you begin to type the new text, the selected text is deleted, and the new text is typed over it. Thus, the selected text is replaced with the new one. This is known as overtyping.

**VI. Long answer questions.**

**1. What do you understand by formatting?**

- Formatting means changing and arranging the text in a document.
- To do so, you can format a single character, words, sentences, etc.

**2. What is the use of shortcut keys?**

- Keyboard shortcuts allow you to perform the actions using only your keyboard.
- Many people find that using the keyboard is faster than using the mouse.

**3. Write the steps to move text from one part of a document to another.**

The steps to move text from one part of a document to another area:

Step 1: Select the text that you want to move by using any of the selection methods

Step 2: Look at the Clipboard group on the Home tab. You will find the Cut tool. Click on it to cut the text.

Step 3: Place the cursor at the location where you want to paste the cut text.

Step 4: Click on the Paste tool in the Clipboard group. Cut has now been pasted.

**4. Write the steps to change the font size and font colour of the selected text.**

To change the Font and the Font size, follow the given steps:

Step 1: Select the text.

Step 2: Click on the Home tab.

Step 3: In the font group, click on the drop-down arrow next to the Font button.

Step 4: Select the required font and font size from the respective drop-down lists.