

Chapter 7

Editing Text In MS Word 2007

I. Answer the following questions:-

Q1. What do you understand by Clipboard in MS Word?

Ans. Clipboard is a temporary storage area in Windows. It can hold a piece of information at a time for further use in a program or to store cut copy and paste data while switching between two programs.

Q2. If you want to save your work in MS word which key combination will you press?

Ans. Ctrl +S is used to save a document.

Q3. Which shortcut method is used to close MS Word document?

Ans3. Ctrl + w is used to close a document.

Q4. What do you mean by Selection Area?

Ans4. The selection area is a blank area in the left margin of a document.

Q5. How do you correct a misspelt word or a grammatical error in MS Word?

Ans5. To correct the misspelt word or grammatical error click on the word and select correct spelling in the suggestion list.

Q6. Which key combination will you use to select the entire document?

Ans6. Control + A is used to select the entire document.

Q7. If you have made some wrong changes by mistakes, which button will you use to reverse the changes?

Ans. Undo button is used to reverse the changes.

Q8. Mention the shortcut key for undo command?

Ans. Control + Z is the shortcut key for undo command.