

Chapter 10

Modifying text

Answer the following question

1. What do you understand by moving the text?

Ans. Moving the text means to remove it from one place to a new location.

2. What is the function of undo command?

Ans. Undo command reverse the effect of the last command.

3. What do you mean by copying the text?

Ans. Copying means to make a duplicate copy of the text written in the document or from one document to the another

4. What do you understand by deleting the text?

Ans. Deleting the text means erasing or rubbing the text on the computer screen.