

# CHAPTER-4 (EDITING AND FORMATTING IN MS WORD)

## EVALUATE

### A Tick (✓) the correct answer.

- When you select a piece of text, it gets highlighted with which shade?  
a. blue  b. yellow  c. grey
- Which key combination is used to cut some text in a document?  
a. Ctrl + X  b. Ctrl + C  c. Ctrl + V



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- Which keys are used to select the text on the right side and below the cursor?  
a. Shift + Up Arrow Key   
b. Shift + Down Arrow key   
c. Shift + End
- After you copy a file, it goes to :  
a. This PC  b. Desktop  c. Clipboard
- Spelling errors are underlined with :  
a. red wavy line  b. blue wavy line   
c. green wavy line

### B Fill in the blanks.

- The printout of a document is known as the Hard copy.
- Making changes in the existing text is known as Editing.
- The area where the cut or copied file goes is known as Clipboard.
- The Delete key removes the text on the right side of the cursor.
- formatting means changing the appearance of a document.

### C Write 'T' for true and 'F' for false statements.

- Thesaurus means vocabulary or dictionary. True
- To start a new paragraph, Shift key is pressed. false
- Triple-click anywhere in a paragraph selects the respective line. false
- The grey area on the left side of the document is known as the selection area. True
- Shift + Home is used to select text from the cursor till the end of the line. false

### **1. Write down the steps to use the spelling and grammar feature of word?**

On the Word menu, click Preferences > Spelling & Grammar. In the Spelling & Grammar dialog box, under Spelling, check or clear the Check spelling as you type box. Under Grammar, check or clear the Check grammar as you type box. Close the dialog box to save your changes.

### **2. What does formatting means? Which operation can you perform on a data in word document?**

Formatting refers to the appearance or presentation of your essay. Another word for formatting is layout. Most essays contain at least four different kinds of text: headings, ordinary paragraphs, quotations and bibliographic references. You may also include footnotes and endnotes.

### **3. Name the five case options available in MS word?**

1. Sentence Case. This option capitalizes the first letter of each sentence in the selection.
2. Lowercase. This option makes all the selected text lowercase.
3. Uppercase. This option capitalizes each letter in the selection.
4. Title Case.
5. Toggle Case.

### **4. State the difference between line spacing and paragraph spacing?**

Line spacing determines the amount of vertical space between lines of text in a paragraph. By default, lines are single-spaced, meaning that the spacing accommodates the largest font in that line, plus a small amount of extra space. Paragraph spacing determines the amount of space above or below a paragraph.

### **5. What are the benefit of print preview features?**

Print preview is a feature that displays on the screen what a hard copy would look like when printed. By using print preview, you can find any errors that may exist or fix the layout before printing, which can save ink or toner and paper by not having to print more than once.

**Define the followings: -**

1. **Editing** - Editing refers to making quick modification to a document using editing tools such as find and replace spelling and grammar checkers, copy and paste or undo redo features
2. **Clipboard** - A clipboard is a temporary storage area for data that the user wants to copy from one place to another.
3. **Autocorrect features** - Auto correction, also known as text replacement, replace-as-you-type or simply autocorrect, is an automatic data validation function commonly found in word processors and text editing interfaces for smartphones and tablet
4. **Synonym's** - one of two or more words or expressions of the same language that have the same or nearly the same meaning in some or all senses.
5. **Font** - A font is a graphical representation of text that may include a different typeface, point size, weight, color, or design.