

MONTH - October.

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## CHAPTER - 5

### EDITING A DOCUMENT

#### D - Words.

1. Clipboard
2. Editing
3. Soft copy
4. Backspace
5. Undo
6. Redo
7. Duplicate
8. Reverse
9. text
10. Command.

#### E. Answer the following questions.

1. What do you mean by editing a document?

ans. To make some changes in the document is called the editing.

2. What are the two methods for deleting text from a word document?

ans. The two methods to delete the text are,

- By pressing Delete Key
- By pressing Backspace key.

3. What is the use of undo and Redo commands

ans. UNDO - This command cancels the last actions performed.

REDO - This command is used to reverse the action of the Undo command.

4. Differentiate between moving and copying the text.

ans. • Moving the text means to transfer the text from one location to another.

• Copying the text means to make the duplicate of the text.

F. Competency-based question.

Sohail has written a 20 page long story in word. He wants to select the entire document, copy, and paste the text in another word document. Write the Keyboard shortcuts to do the task.

ans. • To select the entire document press  $\text{ctrl} + \text{A}$ .  
• To copy the text press  $\text{ctrl} + \text{C}$ .  
• To paste the text in another word document press  $\text{ctrl} + \text{V}$ .