

**Note :** Press **Ctrl+H** to select Replace option.

### Multiple Choice Questions

1. Find and Replace command is present in \_\_\_\_\_ group. ✓  
(a) Font (b) Editing ✓ (c) Proofing
2. The shortcut to use Find option is \_\_\_\_\_.  
(a) Ctrl + F ✓ (b) Ctrl + S (c) Ctrl + H
3. \_\_\_\_\_ command is used to move to a page or line.  
(a) Find (b) Move (c) Go To ✓
4. To use Find and Replace command, you will click \_\_\_\_\_ tab.  
(a) Insert (b) Home ✓ (c) Format



## EXERCISES

Choose the correct option and write in the space provided.

1. To use Spelling and Grammar check, click \_\_\_\_\_ tab.  
(a) Review ✓ (b) Insert (c) Home
2. Shortcut keys to use Thesaurus is \_\_\_\_\_.  
(a) Alt + F7 (b) Ctrl + F7 (c) Shift + F7 ✓
3. \_\_\_\_\_ allows you to move from one page to another page.  
(a) Footnote (b) Hyperlink ✓ (c) Comment

4. A large initial letter at the beginning of a paragraph is called \_\_\_\_\_  
 (a) Initial cap (b) Marker (c) Drop cap ✓
5. To apply column formatting, you will click \_\_\_\_\_ tab.  
 (a) Page Layout ✓ (b) Home (c) Review
6. A \_\_\_\_\_ is a data made to enable quick access by user.  
 (a) Document (b) Bookmark ✓ (c) Comment

**B. Fill in the blanks.**

**Alt + F7**   **Synonyms**   **Spelling mistake**   **Insert**   **Thesaurus**   **Ctrl + H**

1. Thesaurus ✓ is a list of words with synonyms and antonyms.
2. Different words with same meaning are called Synonyms ✓.
3. A red wavy line in your text indicates Spelling mistake ✓.
4. You can apply drop cap by clicking Insert ✓ tab. ✓
5. The shortcut to use Spelling and Grammar check is Alt + F7 ✓.
6. The shortcut to use Replace command is Ctrl + H ✓.

**C. Tick (✓) the correct and Cross (X) the wrong ones.**

1. You cannot insert a Hyperlink in a document. X ✓
2. Find and Replace command is present in Home Tab. ✓ ✓
3. A green wavy line indicates a grammatical mistake in a document. ✓ ✓
4. You can apply column formatting by clicking Insert tab. X ✓
5. To use Thesaurus, you will click Review tab. ✓ ✓

4. Run Spelling and Grammar command on any saved document.

F. Quiz

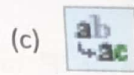
Identify the icons of the following :



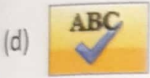
Hyperlink



Copy



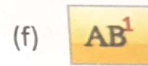
replace



spelling and grammar



Research



insert footnote

*footnote*

~~format~~