**V. Match the following: 5x1=5**

1. Undo - Create a duplicate text
2. Redo - Making changes to the text
3. Repeat - Reverse the last command
4. Editing - Reverse the Undo command
5. Copy - Carry out the last command once more

**VI .Write the shortcut keys for the following: 3x1=3**

1. Paste text
2. Undo
3. Cut text

**VII. Short answer questions: 3x2=6**

1. Which set of command is used to move the text from one position to another?
2. What does Zoom do?
3. How can you delete a blocks of text?
4. Which command is used to reverse the Undo command?

|  |
| --- |
|  |
| **POST MIDTERM TEST****CRT-01** |
| **CLASS: III-**  | **SUBJECT: CS** | **DATE:**  |
| **CH:4.Editing Text in Word 2016** | **MARKS: 25**  |  **TIME: 40 MINS** |

**I. Choose the correct option: 2x1=2**

1. To select the entire document,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the selection bar.

 a ) Triple-click b) Double- click

2. You can type and replace the current text with new text in the \_\_\_\_\_ mode.

 a) Overtype b) Insert

**II. Fill in the blanks: 3x1=3**

1. The \_\_\_\_\_\_\_\_\_\_\_\_\_ and Paste commands can be used to move text from one place to another in a document.

2. To select a word , \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the word.

3. The Undo command is used to reverse the \_\_\_\_\_\_\_\_\_\_\_ command.

**III. State True or false: 3x1 =3**

1. You can select the text using the keyboard only.

2. You cannot delete a block of text in Word.

3. To change to the Overtype mode, click Insert on the status bar.

**IV. Who am I? 3x1=3**

1. I am used to increase the size of the Stage.

2. I am like a scissor.

3. I am used to increase the size of a sprite.