

CLASS NOTES

Class: IV

Topic: Chapter 4 – Editing in MS Word
(To be done in the computer notebook)

Subject: COMPUTER

A. Write Keyboard shortcut for the following:

1. Copy

Ans) **ctrl+c**

2. Paste

Ans) **ctrl+v**

3. Undo

Ans) **ctrl+z**

4. Redo

Ans) **ctrl+y**

5. Find

Ans) **ctrl+f**

6. Replace

Ans) **ctrl+h**

7. Select All

Ans) **ctrl+a**

8. Cut

Ans) **ctrl+x**

B. Answer in one word:

1. Which key is used to place the cursor at the beginning of a line ?

Home

2. Which key is used to place the cursor at the end of a line ?

End

3. Which key is used to move to the next page ?

Page Down

4. Which key is used to move to the previous page ?

Page Up

5. Which key is used to quickly go to the beginning of a document?

Ctrl + Home

6. Which key is used to quickly go the end of a document?

Ctrl+End

Note: This content is prepared absolutely from home