

# ST. ANDREWS SCOTS SR. SEC. SCHOOL

9th Avenue, I.P. Extension, Patparganj, Delhi – 110092

Session: 2026- 27

Class- III

Subject- Computer

L-4(Editing text in word 2016)

## Quiz Bee (Pg. 44)

1. Editing
2. Delete

## Assess Yourself (Pg.47)

### 1. (✓) the correct option

- a (i) Space bar
- b (iv) Word
- c (iii) Ctrl+C
- d (iii) Triple click
- e (ii) Backspace

### 2. Match the following

1. c
2. d
3. e
4. b
5. a

### 3.State whether the statement is true or False.

- A T
- B T
- C T
- D F

### 4.Differentiate between the following

| Undo Command                             | Redo Command                                                 |
|------------------------------------------|--------------------------------------------------------------|
| Undo is used to cancel the last command. | Redo is used to reverse the action of the last Undo command. |

## **5. Answer the following Questions:**

### **a. Why do we need to select the text before editing it ?**

**Ans.** Selecting a is necessary before editing because it indicates the text that will be modified.

### **b. What is the use of copy command ?**

**Ans.** Copy command is used to duplicate a text from one part of a document to another.

### **c. How do you insert text in an existing document?**

**Ans.** To insert text in an existing document, follow the given steps

- i) Click where you want to insert Text. A cursor appears start typing.
- ii) The text will be inserted.

### **d. Write the steps to move the text ?**

**Ans.** To move the text, follow the given steps:-

- i) Select the text
- ii) Click on Home tab.
- iii) Click on Cut command
- iv) Go to the required place where you want to paste.
- v) Click on paste command.

## **5. Application Based questions.**

a. Press the Delete key

b. Copy (Ctrl+ C) and Paste (Ctrl+V)