

BISHOP GEORGE SCHOOL&COLLEGE

Worksheet No.4 (2020-2021)

Class -4

Subject – Computers

CHAPTER 3 – Editing Tools in MS-Word(cont...)

1. Answer the following questions:-

- a. Which two devices you can use to select a text?
- b. How can you select a word with a mouse?
- c. How can you delete a paragraph in a document?
- d. On which tab you will find the Cut, Copy and Paste option?