

WORKSHEET NO:- 7

Subject :- Information Technology

Class - IX

Chapter - Digital Documentation

Fill in the blanks :-

1. The shortcut key to use “Find” tool is _____
2. _____ option will you use to replace all the occurrences of the searched word.
3. The shortcut key to use “Replace” tool is _____
4. Under _____ tab , Spelling & Grammar tool is present.
5. _____ tool helps in searching and replacing words in the document.
6. _____ automatically corrects many common words as we type.
7. A red wavy line below a word in a document indicates _____
8. The shortcut key for Spelling & Grammar tool is _____
9. A green wavy line below a word in a document indicates _____
10. To skip the word without changing its spelling click the _____ button.
11. To open Thesaurus, press _____
12. To access Thesaurus , click _____ tab & _____ group.
13. Spelling & Grammar tool is present in _____ group.
14. Thesaurus feature provides both _____ & _____
15. To insert a synonym , right click the word and select _____

Answers

1. Ctrl + F

2. Replace All

3. Ctrl + H

4. Review

5. Find & Replace

6. AutoCorrect

7. Spelling error

8. F7

9. Grammatical error

10. Ignore Once

11. Shift + F7

12. Review tab & Proofing group

13. Proofing

14. Synonyms & Antonyms

15. Synonyms