

**WORKSHEET NO:- 6**

**Subject :- Information Technology**

**Class - IX**

**Chapter - Digital Documentation**

**Fill in the blanks :-**

1. You can access Copy, Cut and Paste options using \_\_\_\_\_ tab.
2. \_\_\_\_\_ is a keyboard shortcut to cut the text.
3. \_\_\_\_\_ of text means making corrections in it and manipulating it in a required manner like inserting, deleting, selecting, copying etc.
4. \_\_\_\_\_ is a keyboard shortcut to select whole document.
5. To undo the last action , press \_\_\_\_\_
6. Cut / Copy / Paste options are present in \_\_\_\_\_ group of Home tab.
7. We can select a single word by \_\_\_\_\_ clicking on it.
8. To select a continuous text block, position the cursor at the beginning of the text Block, hold down the \_\_\_\_\_ & click at the end of the text block.
9. To select non-continuous text items, we can use the \_\_\_\_\_ key.
10. To select a vertical block of text , use \_\_\_\_\_ key.
11. \_\_\_\_\_ text means removing unwanted text from a document.
12. \_\_\_\_\_ command becomes available once we have used the Undo command.
13. \_\_\_\_\_ is a keyboard shortcut to copy the text.
14. \_\_\_\_\_ is a keyboard shortcut to paste the text.
15. The shortcut key for Redo command is \_\_\_\_\_

**Answers**

1. Home

2. Ctrl + X

3. Editing

4. Ctrl + A

5. Ctrl + Z

6. Clipboard

7. Double

8. Shift

9. Ctrl

10. Alt

11. Deletng

12. Redo

13. Ctrl + C

14. Ctrl + V

15. Ctrl + Y