

COMPUTERS

CLASS FOUR

Chapter 3

Tools of Word Processor

Mr. Jaideep Chowdhury

Do in your Computer copy

Fill in the blanks :-

- a) Making changes in your document is called _____ .
- b) To select an entire paragraph _____ click on it.
- c) When you cut or copy, the text is stored in a temporary storage area called _____.
- d) _____ provides a list of synonyms of a selected word.
- e) The _____ command reverses the action of the last command.