


C. Fill in the blanks using the words given below.

Thesaurus

Bulleted

Review

F7

1. To activate the Spelling & Grammar dialog box, you can use the _____ key.
2. The  option is used for creating a _____ list.
3. The _____ lets you look for synonyms and antonyms of a word.
4. The Spelling & Grammar option is available under the _____ tab.



Circle the correct answer.

1. Which of the following option(s) can be used for basic language corrections?

- a) Spelling & Grammar
- b) Thesaurus
- c) Bullets and Numbering
- d) Both (a) and (b)

2. A bulleted list is

- a) numbered list of items.
- b) used when the order of items is not important.
- c) used when the order of items is important.
- d) used for applying page numbers.

3. The Spelling & Grammar option is present in the _____ group under the Review tab.

- a) Clipboard
- b) Font
- c) Paragraph
- d) Proofing

Tick (✓) the correct statement and cross (×) out the wrong one.

1. Word indicates spelling mistakes with green wavy line and grammatical mistakes with red wavy lines.
2. You can apply borders only around a page and not to a paragraph.
3. Using Thesaurus, you can look for synonyms and antonyms of the word.
4. You can add a new word into the Word dictionary.

