

**1. Answer the following questions.**

- i. **What does a blue, wavy line indicate in a Word 2013 document?**

Ans. A blue, wavy line indicates grammatical mistakes in a document.

- ii. **Which type of list (bulleted or numbered) will you create if the order of items is not important?**

Ans. Bulleted list will be created.



- iii. **Which tab has options to insert symbols in a document?**

Ans. **Insert** tab has options to insert symbols in a document.

- iv. **Is there an advantage in using a numbered list rather than a bulleted list? Give reason for your response.**

Ans. There is an advantage to use a numbered list when the order of items is important. For example

A sequence of steps or events.

- v. **What are symbols in Word 2013?**

Ans. **Symbols** are signs or special characters that can be inserted in a Word document such as hearts, stars, arrows etc.

**2. Fill in the blanks.**

- i. A **red** wavy underline indicates a misspelled word.
- ii. The **Thesaurus** tool provides a list of synonyms words.
- iii. The Find and **Replace** command can be combined to find a particular word and replace it.
- iv. The Spelling & Grammar option is available on **Review** tab.
- v. In **lower-case**, all characters are in small letters.

**3. True/False.**

- i. Symbol is a special character that can be inserted in a Word Document. True
- ii. A red wavy line indicates a grammatical mistake. False
- iii. In uppercase, all characters are in capital letters. True
- iv. Bulleted list is used when the order of items is important. False
- v. Thesaurus tool provides a list of synonyms for a given word. True

**4. Choose the correct option.**

<b>i. Which of the following is not an option in the Change case menu?</b>			
a. Sentence Case Evil	b. Uppercase	c. Lowercase	d. Convert to symbol
<b>ii. Which of the following is available on the HOME tab?</b>			
a. Change case	b. find	c. replace	d. all of these
<b>iii. Which of the following options of spelling task pane will you click if you want to change a word in an entire document?</b>			
a. Change	b. Change All	c. Add	d. None of these
<b>iv. Which option is used to get a list of synonyms?</b>			
a. Thesaurus	b. Find	c. Replace	d. None of these
<b>v. The Spelling &amp; Grammar option is available on this tab.</b>			
a. HOME	b. REVIEW	c. INSERT	d. None of these

**5. Who am I?**

1. I am the color of the wavy underline that shows spelling mistakes.	Blue
2. I am the tool in Word which lets you check the spelling of words in the entire document.	Spelling & Grammar
3. I am the tool that provides a list of synonyms for a given word.	Thesaurus
4. I am the Change case option in which the first character in a sentence is capitalized and the rest are in lower case.	Sentence case
5. I am a dot or a symbol which makes an important line of information	Bullet

## 6. Word Search

T	H	E	S	A	U	R	U	S
X	A	F	I	N	D	W	X	R
P	L	A	Y	O	U	T	S	E
L	V	S	C	O	L	O	R	P
R	E	V	I	E	W	T	E	H
R	S	I	L	E	M	A	R	O
V	E	R	T	I	C	A	L	M
S	P	E	L	L	I	N	G	E

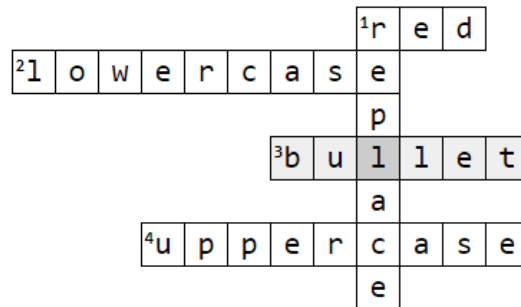
## 7. Jumbled words.

- i. GEACHN                      CHANGE
- ii. IEWEVR                    REVIEW
- iii. YMOLBS                   SYMBOL
- iv. ENENCEST                 SENTENCE
- v. UMCOENTD                DOCUMENT

## 8. Match the columns.

Column A		Column B
Symbol	● ————— ●	▶
Numbered list	● ——— ●	Small letters
Lower case	● ——— ●	To find synonyms
By default bullet	● ——— ●	Ordered list
Thesaurus Tool	● ——— ●	Simple black dot

9. Crosswords.



Across	Down
1.wavy underline indicates a misspelled word	1.command that is used to replace a specific word
2.all characters are in small letters	
3.a dot or a symbol that marks an important line information	
4.all characters are in capital letters	

10. Drag and Drop

Lower case	Capitalize each word	Sentence case	Upper case	Toggle case
------------	----------------------	---------------	------------	-------------

The first character in a sentence is capitalized and the rest are in lowercase.	Sentence case
All characters are in lowercase (small letters).	Lower case
All characters are in uppercase (capital letters).	Upper case
The first character of each word is capital and the rest are in lowercase.	Capitalize each word
Changes lowercase characters to uppercase and uppercase characters to lowercase.	Toggle case