

**Choose the correct answer.**

1. Editing a document means making \_\_\_\_\_ to the text.
2. You can delete letters, words or selected text using the \_\_\_\_\_ key on the \_\_\_\_\_.
3. The \_\_\_\_\_ window contains tools that allow you to cut, copy and paste text.
4. Clicking on \_\_\_\_\_ will delete selected text and makes a copy of it in the clipboard.
5. Clicking on \_\_\_\_\_ copies selected text to the clipboard.

6. If you make a mistake when typing in Microsoft Word,  
you can go back one step by using the \_\_\_\_\_  
tool.

7. The shortcut for Undo typing is 'Control' + \_\_\_\_\_.