

Editing Marks Quiz

Match the symbol with its definition. Write the corresponding letter in the box.

1. 

2. 

3. 

4. 

5. 

6. 

7. 

8. 

9. 

10. 

11. 

12. 

13. 

14. 

a) Indent or start a new paragraph

b) Insert quotation marks

c) Check spelling

d) Insert comma

e) Change to lower case

f) Delete or take out

g) Add or insert period

h) Insert an apostrophe

i) Close up space

j) Capitalize letter

k) Insert question mark

l) Insert or add a space

m) Transpose letters or words

n) Insert a word letter or phrase

SMB