

GD DAV PUBLIC SCHOOL

CASTAIR'S TOWN, DEOGHAR, JHARKHAND

Class: IV

Chapter 7

Student Name:..... Class & Sec..... R No.....

Drag & Drop the correct keyboard shortcut to the correct action in OO Writer.

- | | |
|-------------------------------------|----------------------|
| (i) Undo : | <input type="text"/> |
| (ii) Redo : | <input type="text"/> |
| (iii) Cut : | <input type="text"/> |
| (iv) Copy : | <input type="text"/> |
| (v) Paste: | <input type="text"/> |
| (vi) To cancel a search in progress | <input type="text"/> |
| (vii) Find and Replace a word | <input type="text"/> |
| (viii) It removes the selected text | <input type="text"/> |
| (ix) It copies the selected text | <input type="text"/> |
| (x) Clipboard | <input type="text"/> |

Help Box

Ctrl + Y	Ctrl + Z	Ctrl + V	Ctrl + X	Ctrl + C	Cut
A temporary storage file		Copy	ESC	Ctrl + F	