

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' + _____.