



## **SECTION B**

### **Q2. Very Short Answers :-**

1. What is selection area?
2. What do you mean by grammatical errors?
3. Which key is used to check Spelling and Grammar?
4. How to create a shortcut of Microsoft word?
5. What is underline effect?

## **SECTION C**

### **Q3. Short Answers:-**

1. What is the use of Shift + Home key?
2. What is border button?

## **SECTION D**

### **Q4. Long Answers: -**

1. What do you mean by Clipboard?