

Tender Heart High School, Sec-33B, Chd.

Class- IV

Subject- Computers

Date- 22.7.24

Ch- 3

Topic- "Tools of Word Processor"

Teacher- Rupinder Kaur

Good Morning Students,

Students, This lesson is for class-4 for the subject of Computers, Topic - 'Using Undo and Redo commands' which is covered in chapter-3.

I hope all the students are ready for today's lesson. So let us start with the topic.

→ Using Undo and Redo Commands:- Students, MS-word keeps track of all the changes that we make in a document. These commands will help us in restoring the original text.

• Undo:- Students, Suppose you have applied font style, colour, size to the selected document. But, Now you want to remove these effects that

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you have ~~start~~ applied to your text. In this, Undo command will help you to get back your original text without effects. Shortcut key for Undo is $Ctrl + Z$.

- Redo :- Students, To reverse the action of Undo Command, we use Redo Command. This Command will help to get the applied effects back. Shortcut key for Redo is $Ctrl + Y$.

→ Checking Spellings and Grammars :- Students, For checking spellings and grammar - word has a built in dictionary and set of grammatical rules.

- Incorrect spelt words are displayed with a single red wavy line.
- Grammatical errors are displayed with a green wavy line.

The following method will help in checking the spelling of any word :-

1. Right click on the word which is displayed with

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a red wavy line.

2. A shortcut menu appears with various suggestions.
3. Select the correct spelling.
4. MS-Word automatically replaces the wrong spelling with the selected one.

* children, All of you may now take 3 minutes break. During break time, All of you will read the side boxes present on page no-29. These are - know the fact, let's know more and Quick view.

*

let us

Continue with the topic.

→ Using Thesaurus:- Students, With this option, you can find antonyms and synonyms for any word. Following steps will help you to using this feature.

* Steps are:-

1. Select the word.
2. Click on Review tab and select Thesaurus option.

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3. The Research task pane will open on the right side of MS-Word screen.
 4. Move the mouse to the suitable word and select the insert option. The selected word will be replaced with the new one selected word.
- * Children, Now, I am ending the lesson here, Please read the lesson carefully and try to solve Q:-A, B, C, D, E

Thank you...