Teacher Name: Miss Amsa Class: 6 Subject: ICTech Date:28-9-2018

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| **1. Put a 🗹 if the sentence is correct** |
| 1. The red wavy underline shows that there is grammar mistake in the sentence.
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| 1. The blue wavy underline shows that a word is spelled correctly but not used correctly in the context of the sentence.
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| 1. In the Spelling and Grammar window the “Ignore Once” choice ignores a particular word everywhere in your document.
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| 1. The Thesaurus operation gives you a list of synonyms of a specific word.
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| 1. You can find and replace one particular word at a time.
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| 1. When you view your document in Print Layout view, you see how the document will look on paper.
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| 1. We use the Web layout view when want to create a “Table of contents” for a document.
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| 1. We use the Outline view in order to create a “Table of contents” for a document.
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