**Activities for editing**

**Activity 1:**

1. Type the following paragraph

The Taj Mahal is an ivory-white marble mausoleum on the south bank of the Yamuna river in the Indian city of Agra. It was commissioned in 1632 by the Mughal emperor, Shah Jahan, to house the tomb of his favorite wife, Mumtaz Mahal.

1. Save the file with name ‘ Taj Mahal’
2. Overwrite the word mausoleum by museum.
3. Cut this line ‘It was commissioned in 1632 by the Mughal emperor’ and paste it at the end.
4. Save the file with changes in another name ‘Taj Mahal - Edited’

**Activity 2:**

Type the following definition and save the file as ‘solar eclipse’. Change the following definition on Solar Eclipse into Lunar eclipse by inserting/ replacing appropriate words and then save the file as ‘lunar eclipse’. Save both the files in a folder called ‘Eclipse definition’.

SOLAR ECLIPSE

When the moon is between the Sun and the Earth, and its shadow falls on the Earth. From our point of view, it's when the moon blocks any part of the Sun is Known as Solar Eclipse.

**Activity 3:**

Copy the jumbled ones given below in a new document. Without retyping the whole sentence, make it correct as shown below and save it.

* Jumbled One:A copper proper coffee pot.

Correct One1.A proper copper coffee pot.

* Jumbled One:Pink lorry, lorry yellow

Correct One.Pink lorry, yellow lorry

* Jumbled One:a box of mixed A box of biscuits, biscuits and a biscuit mixer!

Correct One.A box of biscuits, a box of mixed biscuits and a biscuit mixer!

* Jumbled One:We shall sunshine surely see the soon.

Correct One.We surely shall see the sun shine soon.

* Jumbled One:She sells on the sea-shore sea-shells

Correct One.She sells sea-shells on the sea-shore.

**Activity 4:**

Select three ‘Thought of the day’ which you like best from the list below and save it in a new file.

1. “All that glitters is not gold”
2. "The pen is mightier than the sword."
3. "Fortune favors the bold."
4. "People who live in glass houses shouldn't throw stones."
5. "Hope for the best, but prepare for the worst."
6. "Birds of a feather flock together."
7. "Keep your friends close and your enemies closer."

**Activity 5:**

Insert your name and other details in the appropriate slots of the leave letter.

LEAVE LETTER

FROM,

\_\_\_\_\_\_\_\_\_\_\_\_\_,

VI Standard,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

TO,

The Principal

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Respected Sir,

I am a student of your esteemed institution in class........My roll number is......................I request you to grant me leave for ......days from.....................to................ I am going to attend a family function at my native village./ I am suffering from fever/ (write reasons for applying leave)

Thanking you sir,

Yours Obediently,

Your Name

**Activity 6:**

Copy the following list of planets in a new file. Rearrange and list the planets (one below the other) according to their position from the Sun (Going from nearest to farthest). Make all the starting letters to be capital.

venus, earth, mercury, mars, saturn, neptune, uranus, jupiter