Use Technology to Publish

Grade 4 Writing Worksheet

Name _____ Date _____

Read each question. Circle the tool that does the job.

1. Dev wants to see how his report will look on paper before printing. Which tool fits best?

   spell check print preview comments version history

2. Ivy wants her group to add ideas to one draft at the same time. Which tool fits best?

   a shared document a page border a spell checker a word counter

3. Omar wants to change every big in his report to enormous. Which tool fits best?

   word count print preview find and replace spell check

4. Nadia wants her teacher to suggest changes in her shared document without erasing her words. Which tool fits best?

   comments spell check word count page borders

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Answer Key - Grade 4 Writing Worksheet

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