Use Technology to Publish

Grade 4 Writing Worksheet - Challenge Me

Name _____ Date _____

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

1. Kofi deleted a paragraph, closed the document and came back the next day. Which tool can bring the paragraph back?

   the undo button comments version history find and replace

2. Jonah wants every heading in his report to look the same. Which tool can do that?

   a page border find and replace a word counter heading styles

3. Aisha wants her partner's edits to show as suggestions she can accept or reject one by one. Which tool can do that?

   the spell checker a word counter find and replace suggesting mode

4. Mei needs to put a long list of facts into neat rows and columns. Which tool can do that?

   spell check an insert-table tool comments a word counter

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Answer Key - Grade 4 Writing Worksheet - Challenge Me

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