

Name:

Roll No:

Class: Section:

Date:

WORKSHEET
2
GRAPHIC IN MS WORD 2010
Chapter-4
A. Tick (✓) the correct option.

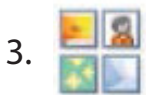
1. Shape Outline is a part of tab.
 - a. Home
 - b. Insert
 - c. Format
2. adds thickness and rounded edges to the shapes.
 - a. Bevel
 - b. 3-D Rotation
 - c. None
3. The gallery includes a wide variety of pictures.
 - a. WordArt
 - b. ClipArt
 - c. Picture

B. Match the objects shown in column A with their names given in Column B
Column A
Column B


a. Shapes



b. Symbols



c. Picture



d. ClipArt

C. Write 'T' for True and 'F' for False.

1. The Shapes command can be found in the Insert tab.
2. Text cannot be entered in a shape.
3. WordArt command can be found in the Text group.
4. WordArt allows you to create text effects.