

Name:

Roll No:

Class: Section:

Date:

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

1. allows you to create attractive text effects.
a. ClipArt b. WordArt c. Shapes
2. ClipArt command is present in tab.
a. Home b. Insert c. Design
3. includes photographs and ClipArt.
a. Pictures b. Shapes c. WordArt
4. effect adds thickness and rounded edges to shapes.
a. WordArt b. ClipArt c. Bevel

B. Fill in the blanks using the words given below.**Hints:** ClipArt, Add Text, Shapes, Insert

1. MS Word 2010 comes with a set of readymade that you can use in your documents.
2. To draw a shape, click on the tab.
3. If you want to write in a Shape, right-click inside the shape and select the option.
4. is a collection of a wide variety of pictures.

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

1. Shapes inserted using Shapes can be resized.
2. Symbols can be inserted from Home tab.
3. We cannot add text inside a shape in MS Word 2010.
4. The ClipArt gallery contains ready-made pictures or graphics.