

Name:

Roll No:

Class: Section:

Date:

WORKSHEET**1****GRAPHIC IN MS WORD 2010****Chapter-4****A. Tick (✓) the correct option.**

1. Which command is used to insert symbols?
a. Symbol b. Picture c. None
2. ClipArt command is present in the group.
a. ClipArt b. Illustrations c. Text
3. Shapes command is used to insert
a. Styles b. Symbols c. Shapes

B. Fill in the blanks using the words given below.**Hints:** format, insert, shapes, symbols

1. Bevel adds thickness and rounded edges to
2. To draw a shape in MS Word, click on the tab.
3. are punctuations or specials characters generally not found on the keyboard.
4. Shape Fill command is present in the tab.

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

1. Text can also be added in a shape in MS Word 2010.
2. The two basic types of graphics are drawing objects and pictures.
3. MS Word does not provide shape effects.
4. We can change the colour of a shape.

W O R K S H E E T