

Name:

Roll No:

Class: Section:

Date:

SHAPES, GRAPHICS AND PICTURES IN WORD 2016

Chapter-3

A. Name the following pictures:

1.



.....

2.



.....

3.



.....

4.



.....

B. Fill in the blanks using the hints given below:

Hints: format, illustrations, pictures

1. Shapes command is present under the tab.
2. command is present under the Illustration group.
3. Shape Fill command is present in the tab.

C. Answer the following questions:

1. Write the steps to insert a WordArt.

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2. Write steps to insert text in shape.

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3. Write the steps to format a WordArt.

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