

Name:

Roll No:

Class: Section:

Date:

SHAPES, GRAPHICS AND PICTURES IN WORD 2016

Chapter-3

A. Tick (✓) the correct option.

1. provides images to insert online pictures in our document.

a. WordArt

☐

b. ClipArt

☐

c. Bing Image Search box

☐

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 following:

1.



d. Shapes

2.



b. ClipArt

3.



c. Picture

C. Write 'T' for true and 'F' for false.

1. The Shapes command can be found in the Insert tab.

2. Text cannot be added in a shape in Word 2016.

3. Solid is a shape fill which give only one colour in the given shape.