

Name:

Roll No:

Class: Section:

Date:

GRAPHICS IN MS WORD 2010

Chapter-3

A. Tick (✓) the correct option.

1. Which of these allows us to create attractive text effects?

a. ClipArt

☐

b. WordArt

☐

c. Shapes

☐

2. Under which tab, ClipArt command is present?

a. Home

☐

b. Insert

☐

c. Design

☐

3. Which of these includes Photographs and ClipArt?

a. Pictures

☐

b. Shapes

☐

c. WordArt

☐

B. Number the steps to apply Bevel effect.

☐

Click on **Format** tab.

☐

Select the shape.

☐

From the sub-menu, select the desired bevel effect.

☐

From the **Shape Styles** group, click on **Shape Effects** command.

☐

Place the mouse over **Bevel** option.

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 various text messages which can be inserted in a document.

Grade:



Teacher's Signature: