

Name: .....

Roll No: .....

Class: ..... Section: .....

Date: .....

## SHAPES, GRAPHICS AND PICTURES IN WORD 2016

### Chapter-4

#### A. Tick (✓) the correct option.

- Which of these allows you to create text effects that are not available through font formatting?
  - ClipArt ☐
  - 3-D Rotation ☐
  - WordArt ☐
- Which of these adds thickness and rounded edges to the shapes?
  - Bevel ☐
  - 3-D Rotation ☐
  - None ☐
- Which of these gallery includes a wide variety of pictures?
  - WordArt ☐
  - ClipArt ☐
  - Picture ☐

#### B. Match the following:

-    
 Picture
  - Shapes
-    
 Shapes
  - ClipArt
-    
 Clip Art
  - Picture

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

- The Shapes command can be found in the Insert tab. ....
- Text cannot be entered in a shape. ....
- Text cannot be added in a shape in Word 2016. ....
- Solid is a shape fill that gives effect of only one colour. ....