

Name:

Roll No:

Class: Section:

Date:

GRAPHICS IN MS WORD 2010

Chapter-4

A. Tick (✓) the correct option.

- allows you to create attractive text effects.
 a. ClipArt ☐ b. WordArt ☐ c. Shapes ☐
- ClipArt command is present in tab.
 a. Home ☐ b. Insert ☐ c. Design ☐
- Which of these includes paragraphs and ClipArt?
 a. Pictures ☐ b. Shapes ☐ c. WordArt ☐
- Which of these effects adds thickness and rounded edges to shapes?
 a. WordArt ☐ b. ClipArt ☐ c. Bevel ☐

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

Hints: ClipArt, Add Text, Shapes, Insert

- MS Word 2010 comes with a set of readymade that you can use in your documents.
- To draw a shape, click on the tab.
- If you want to write in a Shape, right-click inside the shape and select the option.
- is a collection of a wide variety of pictures.

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

- Shapes inserted using Shapes can be resized.
- Symbols can be inserted from Home tab.
- We cannot add text inside a shape in MS Word 2010.
- The ClipArt gallery contains ready-made pictures or graphics.