

Name:

Roll No:

Class: Section:

Date:

GRAPHICS AND TABLES IN MS WORD

Chapter-6

A. Tick (✓) the correct option.

1. Which of these allows you to create attractive text effects?
 a. ClipArt ☐ b. WordArt ☐ c. Shapes ☐
2. ClipArt command is present in tab.
 a. Home ☐ b. Insert ☐ c. Design ☐
3. Which of these includes paragraphs and ClipArt?
 a. Pictures ☐ b. Shapes ☐ c. WordArt ☐
4. 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

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

C. Write the steps to insert a table in MS Word.

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