

Name:

Roll No:

Class: Section:

Date:

GRAPHICS IN MS WORD 2010

Chapter-4

A. Tick (✓) the correct option.

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

a. ClipArt <input type="checkbox"/>	b. WordArt <input type="checkbox"/>	c. Shapes <input type="checkbox"/>
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2. ClipArt command is present in tab.

a. Home <input type="checkbox"/>	b. Insert <input type="checkbox"/>	c. Design <input type="checkbox"/>
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3. Which of these includes paragraphs and ClipArt?

a. Pictures <input type="checkbox"/>	b. Shapes <input type="checkbox"/>	c. WordArt <input type="checkbox"/>
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4. Which of these helps us to change the style of the text in Word ?

a. WordArt <input type="checkbox"/>	b. ClipArt <input type="checkbox"/>	c. Bevel <input type="checkbox"/>
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B. Fill in the blanks using the hints given below:

Hints: ClipArt, Home, File, Insert

1. The text can be right aligned using the alignment option from tab.
2. Save As option is present under 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 '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 ready-made pictures or graphics.