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 ☐   b. WordArt ☐   c. Shapes ☐

2. ClipArt command is present in .... tab.

   a. Home ☐   b. Insert ☐   c. Design ☐

3. Shape styles group is present under which tab?

   a. Insert ☐   b. Format ☐   c. Home ☐

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. There is no option to insert callouts in a word document. ....

2. You cannot apply 3-D effects to shapes. ....

3. **Shape Fill** command is present in the **Shape Styles** group. ....

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: ....

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