

Worksheet

1

Name:

Roll No: Class: Section:

Date:

IMAGES AND OBJECTS IN WORD 2016

Chapter-4

A. Tick (✓) the correct option.

1. Which option allows us to change the brightness, contrast, or sharpness of the picture?
 a. Colour ☐ b. Corrections ☐ c. Picture Styles ☐
2. We can resize the picture by clicking and dragging one of the
 a. Resizing Handles ☐ b. Scroll Bar ☐ c. Rotate Handle ☐
3. 3D effects for a picture are available under which group?
 a. Corrections ☐ b. Colour ☐ c. Picture Styles ☐
4. We can add pictures using which tab?
 a. Design ☐ b. Home ☐ c. Insert ☐

B. Answer in one word.

1. These are used to enhance the look of our text and enhance its readability.
2. Name the group under which the Picture option is present.
3. To make changes to a picture, where should we click?
4. Name one option which is available to format our pictures.
5. The WordArt option is present under which tab?

C. Fill in the blanks.

1. The Picture Styles group under tab lets us add effects to our picture. (Format/Design)
2. MS Word provides the facility to treat text as graphics by providing us with the feature. (WordArt/Wrapping)
3. In, different built-in drawing objects such as a line, rectangle, callouts, etc. can be inserted. (Paint/Word 2016)