

Worksheet

2

Name:

Roll No: Class: Section:

Date:

IMAGES AND OBJECTS IN WORD 2016

Chapter-4

A. Find the given words in the crossword below.

Graphic, WordArt, Shapes, Formatting, Images

T	Y	U	I	J	G	V	N	D	F	G
Z	X	C	G	R	A	P	H	I	C	B
W	N	K	U	T	D	X	G	J	I	T
O	X	V	B	S	N	J	F	S	I	C
R	T	U	I	H	W	S	D	F	M	G
D	Z	C	L	A	K	J	G	V	A	B
A	N	V	G	P	H	D	S	R	G	T
R	Y	U	X	E	C	V	B	N	E	N
T	G	D	S	S	G	H	T	Y	S	Z
N	F	O	R	M	A	T	T	I	N	G

B. Answer the following.

- How can we insert online pictures in Word 2016?

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- What is the Wrapping Text feature used for?

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- What are the different ways in which we can format a shape?

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- How can we insert WordArt in our document?

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