

Worksheet

Name:
Roll No: Class: Section:
Date:

IMAGES AND OBJECTS IN WORD 2016

Chapter-4

A. Tick (✓) the correct option.

- Which of these allows us to create attractive text effects?
a. ClipArt ☐ b. WordArt ☐ c. Shapes ☐
- ClipArt command is present in tab.
a. Home ☐ b. Insert ☐ c. Design ☐
- Which of these includes photographs and ClipArt?
a. Pictures ☐ b. Shapes ☐ c. WordArt ☐
- Which of these effect 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

- Word 2016 comes with a set of readymade that we can use in your documents.
- To draw a shape, click on the tab.
- If we want to write in a Shape, right-click inside the shape and select the option.
- is a collection of a wide variety of pictures

C. Write 'T' for true and 'F' for false.

- Shapes inserted using Shapes can be resized.
- Symbols can be inserted from Home tab.
- We cannot add text inside a shape in Word 2016.
- The ClipArt gallery contains ready-made pictures or graphics.