

Worksheet

1

Name:

Roll No: Class: Section:

Date:

MORE ON MS WORD 2016

Chapter-3

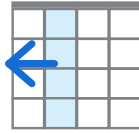
A. Name the following pictures:

1.



.....

2.



.....

3.



.....

4.



.....

B. Fill in the blanks using the hints given below:

Hints: format, Splitting, illustrations, alignment

1. Shapes command is present under the tab.

2. Upper center is a type of

3. Shape Fill command is present in the tab.

4. refers to dividing one cell into two or more cells.

C. Answer the following questions.

1. Write the steps to insert a WordArt.

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2. Write steps to change the row height of the table in Word 2016.

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3. Write the steps to change alignment of a text.

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