

Worksheet

2

Name:

Roll No: Class: Section:

Date:

MORE ON MS WORD 2016

Chapter-3

A. Tick (✓) the correct option.

1. Which tab is used to split the cell into multiple cells?

a. Home

☐

b. Insert

☐

c. Layout

☐

2. adds thickness and rounded edges to the shapes.

a. Bevel

☐

b. 3-D Rotation

☐

c. None

☐

3. The gallery includes a wide variety of pictures.

a. WordArt

☐

b. ClipArt

☐

c. Picture

☐

B. Match the following.

1.



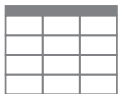
a. Shapes

2.



b. Deleting row or column

3.



c. Picture

4.



d. Inserting Table

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

1. The Shapes command can be found in the Insert tab.

2. You cannot change the height of a row in a table.

3. Merging refers to combining two or more cells into a single cell.

4. Solid is a shape fill which give only one colour in the given shape.