

Worksheet

Name:
Roll No: Class: Section:
Date:

MORE ON MS WORD 2016

Chapter-3

A. Tick (✓) the correct option.

1. Which of these allows us to create attractive text effects?
a. ClipArt ☐ b. WordArt ☐ c. Shapes ☐
2. Which refers to dividing one cell in a table into two or more cells?
a. Merging ☐ b. Splitting ☐ c. Moving ☐
3. Which of these includes photographs and ClipArt?
a. Pictures ☐ b. Shapes ☐ c. WordArt ☐
4. 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: Resizing, Add Text, Shapes, Layout

1. Word 2016 comes with a set of readymade that we can use in your documents.
2. Options for inserting rows and columns are available in the tab.
3. If we want to write in a Shape, right-click inside the shape and select the option.
4. a table means to increase and decrease the size of a table.

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

1. Shapes inserted using Shapes can be resized.
2. Symbols can be inserted from Home tab.
3. You can not split a cell into multiple cells in a table.
4. The ClipArt gallery contains ready-made pictures or graphics.