

# Worksheet

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Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## IMAGES AND OBJECTS IN WORD 2010

### Chapter-4

#### A. Tick (✓) the correct option.

- Which option allows us to change the brightness, contrast, or sharpness of the picture?  
a. Colour ☐ b. Corrections ☐ c. Picture Styles ☐
- We can resize the picture by clicking and dragging one of the  
a. Resizing Handles ☐ b. Scroll Bar ☐ c. Rotate Handle ☐
- 3D effects for a picture are available under which group?  
a. Corrections ☐ b. Colour ☐ c. Picture Styles ☐
- We can add pictures using which tab?  
a. Design ☐ b. Home ☐ c. Insert ☐

#### B. Answer in one word.

- These are used to enhance the look of our text and enhance its readability. ....
- Name the group under which the Picture option is present. ....
- To make changes to a picture, where should we click. ....
- Name one option which is available to format our pictures. ....

#### C. Fill in the blanks.

- The Picture Styles group under ..... tab lets us add effects to our picture. (Format/Design)
- MS Word provides the facility to treat text as graphics by providing us with the ..... feature. (WordArt/Wrapping)
- In ....., different built-in drawing objects such as a line, rectangle, callouts, etc. can be inserted. (Paint/Word 2010)