

Worksheet

Name:
Roll No: Class: Section:
Date:

IMAGES AND OBJECTS IN WORD 2010

Chapter-4

A. Tick (✓) the correct option.

1. Which of these allows us to create attractive text effects?
a. ClipArt ☐ b. WordArt ☐ c. Shapes ☐
2. ClipArt command is present in tab.
a. Home ☐ b. Insert ☐ c. Design ☐
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: ClipArt, Add Text, Shapes, Insert

1. Word 2010 comes with a set of readymade that we can use in your documents.
2. To draw a shape, click on the tab.
3. If we want to write in a Shape, right-click inside the shape and select the option.
4. is a collection of a wide variety of pictures

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. We cannot add text inside a shape in Word 2010.
4. The ClipArt gallery contains ready-made pictures or graphics.