

Worksheet

1

Name:

Roll No: Class: Section:

Date:

GRAPHICS IN MS WORD 2010

Chapter-3

A. Tick (✓) the correct option.

- Which command is used to insert symbols?
a. Symbol ☐ b. Picture ☐ c. None ☐
- Under which group, ClipArt command is present?
a. ClipArt ☐ b. Illustrations ☐ c. Text ☐
- Shapes command is used to insert
a. Styles ☐ b. Symbols ☐ c. Shapes ☐
- Which effect adds thickness and rounded edges to shapes?
a. WordArt ☐ b. 3-D Rotation ☐ c. Bevel ☐

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

Hints: format, insert, shapes, symbols

- Bevel adds thickness and rounded edges to
- To draw a shape in MS Word, click on the tab.
- are punctuations or specials characters generally not found on the keyboard.
- Shape Fill command is present in the tab.

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

- Text can also be added in a shape in MS Word 2010.
- The two basic types of graphics are drawing objects and pictures.
- MS Word does not provide shape effects.
- We can change the colour of a shape.