

Worksheet

2

Name:

Roll No: Class: Section:

Date:

GRAPHICS IN MS WORD 2010

Chapter-3

A. Number the steps in correct order to apply Bevel effect.

- ☐ From the sub-menu, select the desired bevel effect.
- ☐ Click on Format tab.
- ☐ Place the mouse over Bevel option. A sub-menu appears.
- ☐ From the Shape Styles group, click on Shape Effects command.
- ☐ Select the shape.

B. Match the following.

- | | |
|--|------------|
| 1.  | a. Shapes |
| 2.  | b. Symbols |
| 3.  | c. Picture |
| 4.  | d. ClipArt |

C. Answer the following questions.

1. How can you change the colour of a shape in MS Word 2010?

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2. What are symbols?

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