

Worksheet

2

Name:

Roll No: Class: Section:

Date:

GRAPHICS IN MS WORD 2010

Chapter-4

A. Write the name of the command to insert the following:

1. Rectangle shape
2. Decorative text
3. Saved picture
4. Symbol

B. Match the following:

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

C. Number the given steps in the correct order to give a 3-D Rotation to a shape.

- ☐ Click on the **Format** tab.
- ☐ Hover the mouse over **3-D Rotation** option from the drop-down menu.
- ☐ Select the desired rotation effect from the sub-menu.
- ☐ Click on the **Shape Effects** from the **Shape Styles** group.