

# Worksheet

2

Name: .....

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

Date: .....

## GRAPHICS IN WORD 2016

### 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.