

Worksheet

Name:
Roll No: Class: Section:
Date:

GRAPHICS IN WORD 2016

Chapter-4

A. Tick (✓) the correct option.

- Which of these allows you to create attractive text effects?
a. ClipArt ☐ b. WordArt ☐ c. Shapes ☐
- ClipArt command is present in tab.
a. Home ☐ b. Insert ☐ c. Design ☐
- Which of these includes paragraphs and ClipArt?
a. Pictures ☐ b. Shapes ☐ c. WordArt ☐
- Which of these helps us to change the style of the text in Word 2016?
a. WordArt ☐ b. ClipArt ☐ c. Bevel ☐

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

Hints: ClipArt, Home, File, Insert

- The text can be right aligned using the alignment option from tab.
- Save As option is present under tab.
- If you want to write in a Shape, right-click inside the shape and select the option.
- is a collection of a wide variety of pictures.

C. Write 'T' for True and 'F' for False.

- Shapes inserted using Shapes can be resized.
- Symbols can be inserted from Home tab.
- We cannot add text inside a shape in Word 2016.
- The ClipArt gallery contains ready-made pictures or graphics.