

Worksheet

Name:

Roll No: Class: Section:

Date:

GRAPHICS AND TABLES IN MS WORD

Chapter-6

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 effects adds thickness and rounded edges to shapes?
a. WordArt b. ClipArt c. Bevel

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

Hints: ClipArt, Add Text, Shapes, Insert

- MS Word 2010 comes with a set of readymade that you can use in your documents.
- To draw a shape, click on the 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 the steps to insert a table in MS Word.

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