

Worksheet

1

Name:

Roll No: Class: Section:

Date:

GRAPHICS IN MS WORD 2010

Chapter-3

A. Tick (✓) the correct option.

1. Which command is used to insert symbols?

a. Symbol

☐

b. Picture

☐

c. None

☐

2. ClipArt command is present in the which group?

a. ClipArt

☐

b. Illustrations

☐

c. Text

☐

3. Shapes command is used to insert

a. Styles

☐

b. Symbols

☐

c. Shapes

☐

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

Hints: format, insert, shapes, symbols

1. Bevel adds thickness and rounded edges to

2. To draw a shape in MS Word, click on the tab.

3. are punctuations or specials characters generally not found on the keyboard.

4. Shape Fill command is present in the tab.

C. Match the objects with their names:

1.



a. Shapes

2.



b. Symbols

3.



c. Picture

4.



d. ClipArt