

# Worksheet

Name: .....

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

Date: .....

## GRAPHICS IN MS WORD 2010

### Chapter-3

#### A. Tick (✓) the correct option.

1. Which of these allows us to create attractive text effects?

a. ClipArt

☐

b. WordArt

☐

c. Shapes

☐

2. Under which tab, ClipArt command is present?

a. Home

☐

b. Insert

☐

c. Design

☐

3. Which of these includes Photographs and ClipArt?

a. Pictures

☐

b. Shapes

☐

c. WordArt

☐

#### B. Number the steps to apply Bevel effect.

☐

Click on **Format** tab.

☐

Select the shape.

☐

From the sub-menu, select the desired bevel effect.

☐

From the **Shape Styles** group, click on **Shape Effects** command.

☐

Place the mouse over **Bevel** option.

#### C. Write 'T' for true and 'F' for false.

1. Shapes inserted using Shapes can be resized.

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2. Symbols can be inserted from Home tab.

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3. We cannot add text inside a shape in MS Word 2010.

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4. The ClipArt gallery contains various text messages which can be inserted in a document.

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