

Worksheet

Name:

Roll No: Class: Section:

Date:

GRAPHICS IN MS WORD 2010

Chapter-4

A. Tick (✓) the correct option.

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

a. ClipArt

☐

b. WordArt

☐

c. Shapes

☐

2. ClipArt command is present in tab.

a. Home

☐

b. Insert

☐

c. Design

☐

3. Shape styles group is present under which tab?

a. Insert

☐

b. Format

☐

c. Home

☐

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. There is no option to insert callouts in a word document.

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2. You cannot apply 3-D effects to shapes.

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3. **Shape Fill** command is present in the **Shape Styles** group.

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