

Worksheet

1

Name:

Roll No: Class: Section:

Date:

SHAPES, GRAPHICS AND PICTURES IN WORD 2016

Chapter-4

A. Identify the given pictures and name them.



1.

2.

3.

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

Hints: format, insert, shapes, pictures

1. Shapes command is present under the tab.
2. command is present under the Illustration group.
3. are punctuations or special characters generally not found on the keyboard.
4. Shape Fill command is present in the tab.

C. Answer the following questions:

1. Write the steps to insert a WordArt.

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2. Write steps to insert text in shape.

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3. Write the steps to format a WordArt.

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