

Worksheet

2

Name:

Roll No: Class: Section:

Date:

SHAPES, GRAPHICS AND PICTURES IN WORD 2016

Chapter-4

A. Tick (✓) the correct option.

- Which of these allows you to create text effects that are not available through font formatting?
 - ClipArt ☐
 - 3-D Rotation ☐
 - WordArt ☐
- Which of these adds thickness and rounded edges to the shapes?
 - Bevel ☐
 - 3-D Rotation ☐
 - None ☐
- Which of these gallery includes a wide variety of pictures?
 - WordArt ☐
 - ClipArt ☐
 - Picture ☐

B. Match the following:

- 


 - 
 - 
- Shapes
 - ClipArt
 - Picture

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

- The Shapes command can be found in the Insert tab.
- Text cannot be entered in a shape.
- Text cannot be added in a shape in Word 2016.
- Solid is a shape fill that gives effect of only one colour.