

Worksheet

Name:

Roll No: Class: Section:

Date:

SHAPES, GRAPHICS AND PICTURES IN WORD 2016

Chapter-4

A. Tick (✓) the correct option.

- Under which group, WordArt is present?
a. Text ☐ b. Symbols ☐ c. Pages ☐
- Under which tab, ClipArt command is present?
a. Home ☐ b. Insert ☐ c. Design ☐
- Which of these includes photographs and ClipArt?
a. Pictures ☐ b. Shapes ☐ c. WordArt ☐
- Which effect adds thickness and rounded edges to shapes?
a. WordArt ☐ b. ClipArt ☐ c. Bevel ☐

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

Hints: ClipArt, Add Text, Shapes, Insert

- Word 2016 comes with a set of readymade that you can use in your documents.
- To draw a shape, click on the tab.
- If you want to write in a Shape, right-click inside the shape and select the option.
- is a collection of a wide variety of pictures.

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

- Shapes inserted using Shapes can be resized.
- Symbols can be inserted from Home tab.
- We cannot add text inside a shape in MS Word 2010.
- The ClipArt gallery contains ready-made pictures or graphics.