

Worksheet

1

Name:

Roll No: Class: Section:

Date:

IMAGES AND OBJECTS IN WORD 2021

Chapter-4

A. Tick (✓) the correct option.

- Which option allows us to change the brightness, contrast, or sharpness of the picture?
a. Colour ☐ b. Corrections ☐ c. Picture Styles ☐
- Which option allows us to resize the picture by clicking and dragging it?
a. Resizing Handles ☐ b. Scroll Bar ☐ c. Rotate Handle ☐
- Which option allows us to rotate a picture in Word 2021?
a. Scroll bar ☐ b. Rotate handles ☐ c. Resize handles ☐
- We can add pictures using which tab?
a. Design ☐ b. Home ☐ c. Insert ☐

B. Answer in one word.

- These are used to enhance the look of our text and enhance its readability.
- Name the group under which the Picture option is present.
- To make changes to a picture, where should we click?
- Name one option which is available to format our pictures.
- The WordArt option is present under which tab?

C. Fill in blanks using the hints given below.

- The Picture Styles group under tab lets us add effects to our picture. (Format/Design)
- MS Word provides the facility to treat text as graphics by providing us with the feature. (WordArt/Wrapping)
- In different built-in drawing objects such as a line, rectangle, collouts, etc, can be inserted. (Paint/Word 2021)