

# Worksheet

Name: .....  
Roll No: ..... Class: ..... Section: .....  
Date: .....

## IMAGES AND OBJECTS IN WORD 2021

### Chapter-4

#### A. Tick (✓) the correct option.

- Which of these allows us to create attractive text effects?  
a. ClipArt ☐ b. WordArt ☐ c. Shapes ☐
- WordArt command is present in ..... tab.  
a. Home ☐ b. Insert ☐ c. Design ☐
- Which of these includes photographs and ClipArt?  
a. Pictures ☐ b. Shapes ☐ c. WordArt ☐
- Which option wraps text around an image?  
a. Picture ☐ b. Wrap Text ☐ c. Shape ☐

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

**Hints:** ClipArt, Add Text, Shapes, Insert

- Word 2021 comes with a set of readymade ..... that we can use in your documents.
- To draw a shape, click on the ..... tab.
- If we 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. ....
- Graphics can be inserted into Word documents. ....
- We cannot add text inside a shape in Word 2021. ....
- The Shapes option contains ready-made pictures or graphics. ....