Worksheet

2

Name: ....

Roll No: .... Class: .... Section: ....

Date: ....

GRAPHICS IN WORD 2019

A. Write the name of the command to insert the following:

1. Rectangle shape ....

2. Decorative text ....

3. Saved picture ....

4. Symbol ....

B. Match the following:

1.   a. Shapes

2.   b. Symbols

3.   c. Picture

4.   d. ClipArt

C. Number the given steps in the correct order to give a 3-D Rotation to a shape.

☐ Select the desired rotation effect.

☐ Click on **Shape Effects** command.

☐ Click on the **Format** tab.

☐ Place the mouse over **3-D Rotation** option from the menu.

☐ Select the shape.

Grade: ⭐ ⭐ ⭐ ⭐ ⭐

Teacher's Signature: ....