

# Worksheet

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

## GRAPHICS IN WORD 2019

### Chapter-4

#### A. Tick (✓) the correct option.

- Which of these allows you to create attractive text effects?  
a. ClipArt ☐ b. WordArt ☐ c. Shapes ☐
- ClipArt command is present in ..... tab.  
a. Home ☐ b. Insert ☐ c. Design ☐
- Which of these includes paragraphs and ClipArt?  
a. Pictures ☐ b. Shapes ☐ c. WordArt ☐
- Which of these helps us to change the style of the text in Word 2019?  
a. WordArt ☐ b. ClipArt ☐ c. Bevel ☐

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

**Hints:** ClipArt, Home, File, Insert

- The text can be right aligned using the alignment option from ..... tab.
- Save As option is present under ..... tab.
- If you want to write inside 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 Word 2019. ....
- The ClipArt gallery contains ready-made pictures or graphics. ....