

Worksheet

2

Name:

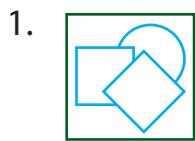
Roll No: Class: Section:

Date:

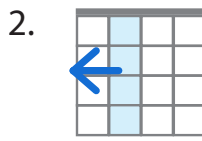
MORE ON WORD 2019

Chapter-3

A. Name the following pictures:



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

Hints: format, Splitting, illustrations, alignment

1. Shapes command is present under the tab.
2. Upper center is a type of
3. Shape Fill command is present in the tab.
4. refers to dividing one cell into two or more cells.

C. Answer the following questions:

1. Write the steps to insert a WordArt.

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2. Write steps to change the row height of the table in Word 2016.

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3. Write the steps to change alignment of a text.

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