

Worksheet

Name:

Roll No: Class: Section:

Date:

GRAPHICS AND TABLES IN WORD 2016

Chapter-4

A. Tick (✓) the correct option.

1. Which of these allows you to create attractive text effects?

a. ClipArt

☐

b. WordArt

☐

c. Shapes

☐

d. None of these

☐

2. ClipArt command is present in tab.

a. Home

☐

b. Insert

☐

c. Design

☐

d. Review

☐

3. Which of these includes paragraphs and ClipArt?

a. Pictures

☐

b. Shapes

☐

c. WordArt

☐

d. None of these

☐

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

Hints: Add Text, Shapes, Insert

1. Word 2016 comes with a set of readymade that you can use in your documents.

2. To draw a shape, click on the tab.

3. If you want to write in a Shape, right-click inside the shape and select the option.

C. Write the steps to insert a table in Word.

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