

Worksheet

Name:
 Roll No: Class: Section:
 Date:

GRAPHICS IN WORD

Chapter-2

A. Tick (✓) the correct option.

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

a. ClipArt

☐

b. WordArt

☐

c. Shapes

☐

d. Pictures

☐

2. ClipArt command is present in tab.

a. Home

☐

b. Insert

☐

c. Design

☐

d. File

☐

3. Which of these includes paragraphs and ClipArt?

a. Pictures

☐

b. Shapes

☐

c. WordArt

☐

d. Fonts

☐

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

Hints: ClipArt, Home, File, Insert

1. The text can be right aligned using the alignment option from tab.

2. Save As option is present under tab.

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

4. is a collection of a wide variety of pictures.

C. Write 'T' for True and 'F' for False.

1. Shapes inserted using Shapes can be resized.

2. Symbols can be inserted from Home tab.

3. We cannot add text inside a shape in Word.

4. The ClipArt gallery contains ready-made pictures or graphics.