Worksheet

1

Name: ....

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

Date: ....

GRAPHICS IN WORD 2016

A.   Tick (✓) the correct option.

1.   Which command is used to insert symbols?

   a. Symbol ☐   b.   Picture ☐

   c. Font ☐   d.   None of these ☐

2.   Under which group, ClipArt command is present?

   a. ClipArt ☐   b.   Illustrations ☐

   c. Text ☐   d.   Styles ☐

3.   Shapes command is used to insert ....

   a. Styles ☐   b.   Symbols ☐

   c. Shapes ☐   d.   Font ☐

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

Hints: format, insert, shapes, symbols

1.   Bevel adds thickness and rounded edges to ....

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

3.   .... are punctuations or special characters generally not found on the keyboard.

4.   Shape Fill command is present in the .... tab.

C.   Write 'T' for true and 'F' for false.

1.   Text can also be added in a shape in Word 2016.   ....

2.   The two basic types of graphics are drawing objects and pictures.   ....

3.   Word does not provide shape effects.   ....

4.   We can change the colour of a shape.   ....

Grade: ★ ★ ★ ★ ★

Teacher's Signature: ....

Class -5