

Worksheet

2

Name:

Roll No: Class: Section:

Date:

GRAPHICS IN WORD 2016

Chapter-4

A. Write the name of the command to insert the following:

1. Rectangle shape
2. Decorative text
3. Saved picture
4. Symbol

B. Match the following:

- | | |
|--|------------|
| 1.  | a. Shapes |
| 2.  | b. Symbols |
| 3.  | c. Picture |
| 4.  | d. ClipArt |

C. Number the given steps in the correct order to give a 3-D Rotation to a shape.

- ☐ Select the desired rotation effect.
- ☐ Click on Shape Effects command.
- ☐ Click on the Format tab.
- ☐ Place the mouse over 3-D Rotation option from the menu.
- ☐ Select the shape.