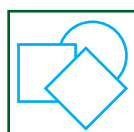ORANGE

WORSHEET ②

CODEGPT
Ver. 4.0

Chapter-3

CLASS 4

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

MORE ON WORD 2019

A. Name the following pictures:
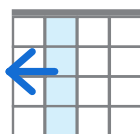
1.

2.

3.

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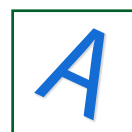
B. Fill in the blanks using the hints given below:

Hints: shape format, Splitting, Insert, 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.

   ....

   ....

2. Write steps to change the row height of the table in Word 2019.

   ....

   ....

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

   ....

   ....

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____