ORANGE

WORKSHEET ①

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

TOUCHPAD PLUS Ver. 2.2

Chapter-3

MORE ON MS WORD 2016

A. **Name the following pictures:**

1. ....

2. ....
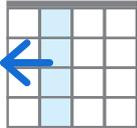
3. ....

4. ....

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

Hints: format, Splitting, illustrations, 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 2016.

....

....

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

....

....

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