

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

SHAPES, GRAPHICS AND PICTURES IN WORD 2016

A. Tick (✓) the correct option.

- Which of these allows you to create text effects that are not available through font formatting?
a. ClipArt b. 3-D Rotation c. WordArt
- Which of these adds thickness and rounded edges to the shapes?
a. Bevel b. 3-D Rotation c. None
- Which of these gallery includes a wide variety of pictures?
a. WordArt b. ClipArt c. Picture

B. Match the following:

-  a. Shapes
-  b. ClipArt
-  c. Picture

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

- The Shapes command can be found in the Insert tab.
- Text cannot be entered in a shape.
- Text cannot be added in a shape in Word 2016.
- Solid is a shape fill that gives effect of only one colour.