

Worksheet

1

Name:

Roll No: Class: Section:

Date:

SHAPES, GRAPHICS AND PICTURES IN WORD 2016

Chapter-3

A. Tick (✓) the correct option.

1. Which command is used to insert symbols?

a. Symbol

☐

b. Picture

☐

c. None

☐

2. Under which group, WordArt command is present?

a. WordArt

☐

b. Illustrations

☐

c. Text

☐

3. Shapes command is used to insert

a. Styles

☐

b. Symbols

☐

c. Shapes

☐

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

a. Bullets

☐

b. Symbols

☐

c. Pictures

☐

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

Hints: pictures, insert, shapes, symbols

1. consist of photographs, clip art, etc.

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

3. are punctuations or specials 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. MS Word does not provide shape effects.

4. We can change the colour of a shape.