

# Worksheet

2

Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## SHAPES, GRAPHICS AND PICTURES IN WORD 2016

### Chapter-3

#### 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 |

#### C. Number the given steps in the correct order to apply WordArt effect to text.

- ☐ ..... Click on WordArt command in the Text group
- ☐ ..... Enter text in the textbox. After entering the text, click anywhere on the document outside the text box.
- ☐ ..... Place the cursor where you want to insert the picture.
- ☐ ..... Select the desired style. A textbox will appear in the document.
- ☐ ..... A drop-down menu appears with different types of WordArt styles.