

Worksheet

1

Name:

Roll No: Class: Section:

Date:

GRAPHICS IN MS WORD 2010

Chapter-4

A. Tick (✓) the correct option.

1. Which command is used to insert symbols?

a. Symbol

☐

b. Picture

☐

c. None

☐

2. Under which group, ClipArt command is present?

a. ClipArt

☐

b. Illustrations

☐

c. Text

☐

3. Shapes command is used to insert

a. Styles

☐

b. Symbols

☐

c. Shapes

☐

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

Hints: format, insert, shapes, symbols

1. Bevel adds thickness and rounded edges to

2. To draw a shape in MS 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 MS Word 2010.

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.