



ST. LAWRENCE HIGH SCHOOL

A Jesuit Christian Minority Institution



WORKSHEET -2

Topic – Inserting Word Art, Clip Art, Picture & other objects

Subject: COMPUTER Class - 5

F.M:15

Chapter: More Features of MS Word

Date: 04/05/2020

Choose the correct answer for each question

15x1=15

1. To add clip art to a document, click on the _____ tab.

- a. Home
- b. Insert
- c. Design
- d. Layout

2. _____ is a text styling feature in Microsoft Word.

- a. Clip Art
- b. Flowchart
- c. Word Art
- d. none of these

3. Word Art option is present in _____ group.

- a. Tables
- b. Links
- c. Text
- d. Header & Footer

4. Under Illustrations group, the following options are available:

- a. Pictures
- b. Clip Art
- c. both (a) and (b)
- d. None of these

6. Which of the following option is available to WordArt text?
- Change the shape
 - Shadow effect
 - 3 D effect
 - all of these
7. Which tab provides the option to add a picture to our document?
- Home
 - Format
 - Design
 - Insert
8. On clicking the picture button, the following will be displayed :
- Picture dialog box
 - Font dialog box
 - Paragraph dialog box
 - None of these
9. Which among the following is present in Shapes option?
- circle
 - rectangle
 - diamond
 - all of these
10. Clip Art option provides ready-made _____.
- Picture
 - Text
 - Sound
 - All of these
11. Which one of following tab provides different types of Shapes option?
- Insert
 - Text

- c. Home
- d. None of these

12. To design a Front page of any project, we can use _____ feature of MS Word :

- a. Headers and Footers
- b. Word Art
- c. both (a) and (b)
- d. none of these

13. When already existing picture or shape is selected, _____ tab will appear on the ribbon.

- a. Insert
- b. Format
- c. Home
- d. none of these

14. To cut the unwanted portion of a picture, we call it :

- a. chop
- b. cut
- c. crop
- d. all of these

15. Picture to be selected from the picture dialog box, may be present in :

- a. local drives
- b. pen drive(attached)
- c. CD/DVD (attached)
- d. any of these

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