



# ST. LAWRENCE HIGH SCHOOL



A Jesuit Christian Minority Institution

## WORKSHEET -2 (ANSWER KEY)

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

Phalguni Pramanik