



ST. LAWRENCE HIGH SCHOOL



A Jesuit Christian Minority Institution

WORKSHEET - 5(Answer key)

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

Subject: COMPUTER

Class - 5

F.M:15

Chapter: More Features of MS Word 2010

Date: 30/01/2021

Choose the correct answer for each question

15x1=15

1. Which tab provides the option to add a picture to our document?

- a. Home
- b. Format
- c. Design
- d. **Insert**

2. 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

3. Which among the following is present in Shapes option?

- a. circle
- b. rectangle
- c. diamond
- d. **all of these**

4. Clip Art option provides ready-made _____.

- a. **Picture**
- b. Text
- c. Sound
- d. All of these

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

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

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

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

7. Word Art option is present in _____ group.

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

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

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

9. 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**

10. Which one of following tab provides different types of Shapes option?

- a. **Insert**
- b. Text
- c. Home
- d. None of these

11. To design a Front page of any project, we can use _____ feature of MS Word :
- Headers and Footers
 - Word Art**
 - both (a) and (b)
 - none of these
12. When already existing picture or shape is selected, _____ tab will appear on the ribbon.
- Insert
 - Format**
 - Home
 - none of these
14. Which of the following objects can be inserted in a word document?
- Word Art
 - Clip Art
 - Pictures
 - All of these**
14. To cut the unwanted portion of a picture, we call it :
- chop
 - cut
 - crop**
 - all of these
15. Picture to be selected from the picture dialog box, may be present in :
- local drives
 - pen drive(attached)
 - CD/DVD (attached)
 - any of these**

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