



Worksheet - 5.5

MCQ's

1. What is word art primarily used for ?
 - a. Creating couples mathematical equations.
 - b. Creating tables and charts
 - c. Adding decorative text effects to documents.
 - d. Inserting images into documents.
2. What does the "Text File" option in word Art allow you to do?
 - a. Change the size of the text while printing.
 - b. Adjust the font type only.
 - c. Write decorative text.
 - d. To create another text file.
3. What is the purpose of the "Crop tool" in MS-Word?
 - a. To adjust text size
 - b. To change the color of a picture
 - c. To align images with text
 - d. To remove unwanted parts of an image
4. How can you add text inside a shape in MS-Word?
 - a. Right Click the shape and select "Add Text"
 - b. Use the "Shape Effects" option
 - c. Insert a text box over the shape
 - d. Adjust the shape's transparency

Fill in the blanks.

1. is a large capital letter at the beginning of a paragraph.
2. The act of forming shapes into a group is called
3. The handle on word Art allows you to rotate the text freely.
4. means to remove an unwanted portion of an image.
5. In MS-Word we can insert many symbols that are not found on a keyboard.

True or false

1. Word Art can only be used to insert plain text into a document can be used in.
2. By using text effect we can apply shadow effect to the text.
3. Word provides six categories of shapes by default.
4. We can also insert pictures directly from the internet in WORD.