



LITTERA PUBLIC SCHOOL

CLASS IV

COMPUTER

CHAPTER 6

MS Word: Working With Graphics

Difficult words:-

1. Locally
2. Formerly
3. Graphical
4. Illustration
5. Navigation
6. Resizing
7. Compresses
8. Requirements
9. Through
10. Primarily
11. Unwanted
12. Applying
13. Equation
14. Enhance
15. Decorative

Exercise



A. Choose the correct answer.

1. Online Pictures option allows you to insert images from internet based source.

a) Online Pictures



b) Pictures



c) Chart



d) Screenshot

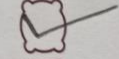


2. Resizing handles are used to resize the pictures.

a) Rectangles



b) Resizing handles



c) Corners



d) None of these



3. When we resize a picture from Corners it resizes its all the sides equally.

a) Sides



b) Edges



c) Corners



d) None of these



4. By default, an image is inserted between two lines of text.

a) Top of the page



b) Center of the document



c) Bottom of the page



d) Two lines of text



5. Which of the following is the category of ready-made shapes in MS Word?

a) Lines



b) Basic Shapes



c) Callouts



d) All of these



B. Fill in the blanks.

Shapes, WordArt, In Front of Text, Shape Outline, Shape Style

1. Shape Style tool is used to add a visual style to the selected shape.

2. Shape Outline tool is used to set the outline colour of the selected shape.

3. A WordArt is an artistic & decorative text.

4. We can insert the shapes in the document with the help of Shapes tool.

5. In front of Text option of Wrap Text, display the image over the text.

D. Tick (✓) the correct statement and cross (✗) out the wrong one.

1. We can transform the text by giving it a wavy, slanting or inflated look.
2. We cannot fill WordArt with a gradient.
3. We can print the current page in MS Word.
4. We cannot rotate pictures in MS Word.
5. WordArt is an artistic text.

C. Answer the following questions:-

1. Name any four types of shapes available in the shapes tool.

Ans. The name of four types of shapes available in the shapes tool are:- Lines, Rectangles, basic shapes, block arrow e.t.c.

2. Name any three groups in which various tools are available for image editing.

Ans. The name of any three groups in which various tools are available for image editing are- size group, picture style group, illustration group.

3. What is Clipart?

Ans. Clipart is a group of illustration, photographs, videos and audios that can be inserted into a document.

4. How can we rotate an image in a document?

Ans. The steps to rotate the picture are:-

Step 1. Select the picture. A rotating icon appear at the center of top side of the picture.

Step 2. Click and drag the rotation button in the direction that we want to rotate the shape.

Step 3. Release the mouse. The picture is rotated.

5. Distinguish between Resizing an image and cropping an image.

Ans. Resizing is used to change the size of a picture.

Crop is used to delete the unwanted part of a picture.