



**Name:**

**Class:**

**Subject:**

**Prepared by:**

**Chapter 6: Working With Objects in MS Word**

**Q1. Fill in the blanks.**

- a. .... is the colour and pattern used to fill a closed shape.
- b. The width and appearance of a line is called .....
- c. .... is an effect applied to an object to make it look as if it is three-dimensional.
- d. A shape you create in an MS Word document is called a .....
- e. Stock pictures inserted in MS Word are called .....

**Q2. Write T for the true statements and f for the false ones.**

- a. To edit WordArt text, click on the **Insert** tab. ( )
- b. To insert a WordArt object, click on the **Format** tab. ( )
- c. You can add or change the effects for a WordArt object like shape, shadow, and 3-D effects. ( )
- d. You can edit (i.e. modify) existing drawing objects. ( )
- e. The **Dashes** option is used to change the line style of a WordArt object. ( )

**Q3. Answer the following.**

Write down the steps to apply the shadow effect to a WordArt object.

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