

3. Ms Word 2013- Advanced Tools

WORKSHEET

I. Tick (✓) the right option.

- Which of the following is not an option in text effects for WordArt?
(a) Shine (b) Shadow
(c) Glow (d) Reflection
- To apply different styles on a picture, one has to look for them in the:
(a) Insert tab (b) Format tab
(c) Design tab (d) Home tab
- To copy the attributes of a shape, press:
(a) Shift (b) Ctrl + Shift + C
(c) Ctrl + Shift (d) Ctrl + C
- To remove a part of the picture, one has to _____ it.
(a) resize (b) stretch
(c) crop (d) colour
- Which of the following is not a change case option?
(a) Sentence case (b) Upper case
(c) Down case (d) Toggle case

II. Fill in the blanks.

- _____ refers to deleting a part of a picture that is not needed.
- To crop a picture, you need to go to the _____ tab.
- The Insert Picture option is available in the _____ group.

4. Changing the size of a picture is known as _____.
5. The Symbol drop-down list is present in the _____ tab.

III. Answer the following questions.

1. What does the Insert tab in MS Word contain?
2. Write three things that you can do from the Format tab of Picture Tools.
3. What is meant by cropping a picture?
4. What are the different things that you can do to a WordArt?
5. What do you understand by the Change Case option? Name the different Change Case options available in MS Word 2013.