

Exercises

Tick (✓) the correct answer

1. Click this tab and button to insert a picture from your disk

Ans - b. Insert, Picture

2. A text with special effects applied to it is called

Ans - a. WordArt

3. Click on this tab to insert WordArt

Ans - d. Insert

4. A table consists of

Ans - c. Both rows and columns

5. In a Table, rows and columns intersect to form

Ans - d. Cells

6. To move to next cell in a Table, press the

Ans - b. Tab key

7. To move to the previous cell in a Table, press the

Ans - c. Shift + tab key

Fill in the blanks.

1. WordArt is text with special effects applied to it.

2. To insert the current date and time, click on the Insert tab and then on the Date and Time button.
3. To insert a Clip Art picture, click on the Insert tab, and then on the Clip Art button.
4. Whenever you need to categorize your work in rows and columns, tables are of great help.
5. A Table consists of rows and columns, which intersect to form cells.

Write True or False.

1. A collection of pictures ready to use in computer files is called Word Art.
False
2. A collection of pictures ready to use in computer files is called Clip Art.
True
3. WordArt is text that has special effects applied to it.
True
4. To insert Clip Art and Word Art, use the Home tab.
False
5. A Table consists of rows and columns.
True
6. Rows are horizontal and columns are vertical.
True
7. Cells are formed at the intersection of rows and columns
True

Answer in one word/sentence.

1. What is the word processor software of the Microsoft Office Suite called?

Ans- MS-Word

2. What will you use to prevent information in the forms of rows and columns?

Ans- Table

3. Which tab will you use to insert a Clipart and WordArt?

Ans- Insert tab

4. Which tab will you use to insert date and time?

Ans- Insert tab

5. How do you apply different ready-made designs to the Table you have inserted in your document?

Ans- By changing table styles

Give short answers.

1. What is Clip Art?

Ans- A collection of pictures ready to use in computer files is called Clip Art.

2. What is Word Art?

Ans- Word Art is a text with special effects applied to it.

3. How do you move to the next and the previous cells in a Table?

Ans- Press the Tab key to move to the next cell.

Press the Shift + tab key to move to the previous cell.

4. Write down the steps to insert a Table in your document.

Ans- (i) Click on the Insert tab.

(ii) Click on the Table button.

