



CLASS - IV COMPUTER SCIENCE AUGUST NOTES

CHAPTER - 4 Working with objects in Word - 2016

A. Tick the correct option.

1. Which of these buttons is not present in the illustration group of the insert tab?
(c) Tables
- 2 Which of these is not an effect in WordArt?
(c) 4D effects
3. Identify the tab that opens up on selecting a created shape.
(a) Drawing tools → Format
4. Which of these will you click to change the shape of WordArt text?
(c) Format → Text Effects → Transform

B. Fill in the blanks using the given words.

1. WordArt is a quick way to insert decorative text in a document.
2. The picture option allows you to insert pictures from the computer hard disk.
3. The SmartArt option is present in the Illustrations group of the Insert tab.
4. The Adjust group contains options to change the brightness, contrast and color of the picture.

c. Write 'T' for true and 'F' for false statements.

1. You can directly add the text in the SmartArt graphics by clicking on (Text) holder. T
2. WordArt is a gallery of text styles that you can add to you documents. T
3. Pictures Contains various graphics that allow you to represent information in different formats. F
4. You can only rotate an object inserted in the document and not change its size. F

D. Short answer question:

1. State the use of WordArt feature.

Answer: The WordArt feature is used to add different types of text styles in to your document.

2. Which tab allows you to edit and format WordArt?

Answer: The format tab allows you to edit and format the WordArt.

3. What is SmartArt?

Answer: SmartArt feature contains graphics that allow you to represent information visually.

4. In which tab is picture option available?

Answer: The picture option is available in the Insert tab.

E. Long answer questions.

1. Write Steps to insert a WordArt text

Answer:

Step1: Select Insert tab → WordArt dropdown in text group.

Step2: The WordArt gallery appears. Select any WordArt style.

Step3: A placeholder with dummy text appears.

Step4: Type your own text.

2. Write steps to add a picture in your document from your computer hard disk.

Answer:

To insert the pictures stored on your computer hard disk,

Step1: select insert tab → pictures option in the Illustrations group.

Step2: The Insert picture dialogue box appears on the screen. Select the picture which is to be inserted.

Step3: Click the Insert button.

3. What are the steps to draw a shape in word?

Answer:

Select the Insert tab → Shapes. Select a shape, and then click and drag to draw it. You can also add text, bullets and numbering to them, and you can change other effects using Drawing Tools → Format tab.

4. Write the steps to insert a SmartArt graphic.

Answer:

Step1: Select the location in your document where you want to insert SmartArt.

Step2: Click the Insert tab → SmartArt option in the Illustrations group.

Step3: Select the graphic from choose a SmartArt graphic dialog box.

Step4: Click OK

Step5: Add text to the graphic by typing in the “Type your text here” window.