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Ch-5

Working with style and objects

Very short answer type question

Q1 Define style.

Ans A predefined combination of colour, font, size, font style that can be applied to the selected text to change its appearance.

Q2 What is the use of text box feature?

Ans The text box is used to manipulate and give new graphical effects to the text. You can move the text box along the text anywhere in the document.

Q3 Which option is used to insert mathematical symbols?

Ans Insert tab.

Q4 What is clip art?

Ans Clip Art is simply a picture, cartoon or images that can be inserted into a word document.

Short answer type question

Q1 How will you resize a text box?

Ans You can resize a text box by dragging its handles.

Q2 How will you insert a shape and also mention the steps to place text in it?

Ans You will insert a shape by following given steps -

1. Go to insert tab.
2. Click on the shapes button in the ~~Illustration~~ Illustration group. A drop-down menu will appear.
3. Click on the any shape to draw it. To maintain the height and width ratio of the ~~shape~~ shape, hold down the ~~sh~~ Shift Key while dragging the shape.

Q3 Write the difference between Word Art and clip Art?

Ans Clip Art - A gallery of pre-defined pictures that can be inserted directly in a document.

2 Word Art - A feature that allows you to give special text effects.

Q4 What needs to be done to add a screenshot in a document?

Ans The screenshot option allows you to take an instant screenshot without leaving the program that you are working in. This feature is introduced in MS Word 2010. You can use it to take a picture of all or a part of the window open on your computer.

Excellent

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