

Class - V

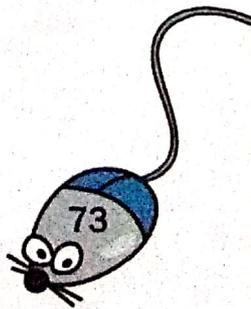
Ch- 5

**ASSESSMENT  
ZONE**



**A. Circle the correct answer.**

1. Which of the following options are present in the Illustrations group under the Insert tab?
  - a. Shapes and Picture
  - b. WordArt and Shapes
  - c. Picture and WordArt
  - d. Symbols and WordArt
2. Which of the following options would you choose to make a picture look like a sketch, drawing or painting?
  - a. Picture Effects
  - b. Picture Styles
  - c. Artistic Effects
  - d. WordArt Styles
3. Which of the following holds true for inserting shapes in a Word document?
  - a. You can write text inside an inserted shape.
  - b. You can change the fill colour of the shape.



- c. You can change the colour, thickness and line style of the outline of the shape.  
d. All of the above.

**B. Tick (✓) the correct statement and cross (×) out the wrong one.**

1. The WordArt feature is used to add effects to pictures.
2. After inserting a WordArt text, no changes can be made to it.
3. You can add text inside inserted shapes.
4. The Shape Fill option changes the colour and style of the outline of the shape.



**C. Fill in the blanks using the words given below.**

Shapes

WordArt

Insert

Symbol

Format

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1. The \_\_\_\_\_ tab has options for inserting pictures and WordArt.
2. The \_\_\_\_\_ tab has options for changing the fill colour and outline colour of the selected shape.
3. The \_\_\_\_\_ feature lets you add stylish text to a document.
4. To insert a rectangle or a star, you choose the \_\_\_\_\_ option under the Insert tab.
5. The \_\_\_\_\_ option under the Insert tab lets you insert special characters such as  $\Omega$  or  $\Sigma$  that are not present on the keyboard.

**D. Answer the following questions.**

1. Define WordArt. Write the steps for inserting WordArt in a document.

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2. How can you add text inside shapes in Word?

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3. Name any two options present under the Format tab for formatting a shape.

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4. What is the use of Crop and Wrap Text options when formatting an inserted picture?

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D 1 Define WordArt. Write the steps for inserting WordArt in a document.

Ans - WordArt lets you add text in different styles in a document.

The steps for inserting WordArt are -

Step 1 - Click on the insert tab.

Step 2 - Click on the WordArt option in the Text group.

Step 3 - Select a WordArt style. A box with the sample text 'Your text here' appears in the document.

Step 4 - Type the text in the box.

2 How can you add text inside shapes in Word?

Ans - We can write text inside an inserted shape by right-clicking on it and choosing the Add Text option. Type in required text in the shape.

3. Name any two options present under the Format tab for formatting a shape.

Ans - Name any two options present under the Format tab for formatting a shape are (i) Shape style  
(ii) Shape Fill

4. What is the use of Crop and Wrap Text options when formatting an inserted picture?

Ans - Crop option is used to cut an unwanted part of a picture.

Wrap Text option is used to control the position of a picture with respect to the text in a document.