



Computer

MS-Word Quiz



A. Fill in the blanks with the help of word bank:

1. _____ and _____ can also be inserted in a word document.
2. Shapes in a document can be added by _____ .
3. Smart Art option is present in _____ group.
4. Word Art option helps you to insert _____ with special effects.
5. A _____ is like a placeholder to enter text.

Word Bank

- illustration
- textbox
- text
- insert
- table
- picture

B. Write True (T) or False (F) for the following statements. Correct the False statements.

1. Format tab allows you to do changes in your document. **T / F**

_____ .

2. We can add text inside shapes in MS-Word. **T / F**

_____ .

3. Smart Art helps you to create flowcharts and lists with special effects. **T / F**

_____ .

4. We cannot add pictures to MS-Word from internet. **T / F**

_____ .

5. We cannot save our document in MS-Word. **T / F**

_____ .