CH- 5 USING STYLES AND OBJECTS

BRAIN DEVELOPER

A. Fill in the blanks:

1. **Paragraph** and **Character** are the two types of styles.
2. By default, the text you type in a new document is based on the **normal** style.
3. Lines, basic Shapes and Block Arrows are the options of **shapes** button.
4. The **word art** feature allows to create special text effects.
5. A **textbox** is a placeholder where text can be entered.

B. State true or false:

1. The shape fill tool is used for colouring a drawing object. **True**
2. A theme is a set of formatting choices that can be applied to an entire document. **True**
3. Text cannot be formatted within the textbox. **False**
4. You cannot insert text in a shape. **False**
5. The Ctrl+ F1 key combination is used to hide/show the Ribbon. **True**

C. Multiple choice Questions:

1. Which style affects the selected text within a paragraph?

   a) Character Style   b) Paragraph Style   c) Built – in Style

2. When you draw a textbox, a new _____ tab appears with Drawing Tools.

   a) Home   b) Insert   c) Format

3. _____ key is used while dragging to maintain the height and width ratio of a shape.

   a) Shift   b) Ctrl   c) Alt

4. The WordArt button is present on the _____ tab.

   a) Format   b) Home   c) Insert

D. Answer the following questions:

Q 1. What do you understand by Style?

Ans. A Style is a predefined combination of formatting features- font style, color, and size of text that is applied to the selected text in a document, to quickly change its appearance.

Q 2. What is the use of WordArt feature?

Ans. The WordArt feature allows you to create special text effects. It gives a unique look to the text. Using WordArt, you can create decorative effects, such as curved, wavy, shadowed, three-dimensional etc.

Q 3. How can you resize a text box?

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

Q 4. Describe the Shapes feature in Microsoft Word.

Ans. The Shapes is a drawing feature that helps you to draw various shapes, like stars, banners, callouts, connectors etc. With the help of these shapes, you can draw attention of the reader and provide impact to your message.

Q 5. What is Clip Art? How is Clip Art different from Word Art?

Ans. Clip Art is a gallery of predesigned pictures that can be inserted directly in a document, whereas the Word Art feature allows you to create special text effects such as curved, wavy, shadowed, three dimensional etc.