

CHAPTER - 6

INSERTING OBJECTS IN WORD DOCUMENT.

D- Words.

1. Format.
2. Illustrations.
3. Symbol
4. Insert.
5. Enhance.
6. Characters.
7. WordArt
8. Placeholder
9. Connection
10. Appearance.

D. Answer the following questions.

1. What is WordArt?

ans. The WordArt feature allows you to create special text effects. It gives a unique look to the text.

2. What is the use of inserting pictures in Word document?

ans. Adding pictures to the document helps you illustrate the information in a better way. It also enhances the appearance of your document.

3. Describe the shapes feature of word.

ans. Using the shapes feature, we can draw various shapes like stars, callouts, connector and more.

E. Competency based question.

Mansi wants to write a story on 'Fairy Tale' in a word document. She wants to apply a decorative text effect to every single line. Suggest how she can do the same.

ans. Mansi can use WordArt feature.