

# ST. ANDREWS SCOTS SCHOOL

Adjacent Navniti Apartments,  
I.P. Extension, Patparganj, Delhi-110092

Session - 2025-2026

Class- IV

Subject- Computer

L-2 (Graphics in word)

## Byte Quest (pg 26)

1. Shadow
2. Reflection
3. Glow
4. Bevel
5. 3D Rotation
6. Transform

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A. Tick (✓) the correct option.

1. Which feature allows you to create text effects that are not possible through text formatting?

Ans. ii). Word Art

2. Under which tab is the symbol command present?

Ans. i). Insert

3. Which is a thickness and rounded edges to the shape in Word ?

Ans. iii). Bevel

4. Under which tab shape outline is present ?

Ans. iii). Format

5. Under which group Pictures command is present ?

Ans. iv). Illustrations

B. Fill in the blanks :

1. Word comes with a set of ready-made Shapes that you can use in your documents .
2. To draw a shape , click on the insert tab.
3. Pictures consist of photographs , clip art , etc.
4. 3-D Rotation effect gives me 3-D appearance to the Shape.

**C. Write the name of the command to insert the following :**

1. Shapes
2. Word Art
3. Pictures
4. Symbols

**D. Answer the following questions.**

1. **Name the basic types of graphics available in Word .**

**Ans.** There are three basic types of graphics—Shapes, WordArt and Pictures.

2. **Name any two categories of shapes command .**

**Ans.** Lines and Basic Shapes and flowchart

3. **What are symbols in Word ?**

**Ans.** Symbols are punctuations or special characters generally not found on the keyboard.

4. **How can you change the outline colour of the shape ?**

**Ans.** Step 1 Click on the shape to select it.

Step 2 Click on the Format tab.

Step 3 Click on the Shape Outline command.

Step 4 Choose the outline colour and thickness.

5. **Write steps to insert a Word Art ?**

**Ans.** Step 1 Click on Insert tab.

Step 2 Click on WordArt option.

Step 3 Choose the desired style.

Step 4 Type text in the textbox and click outside the textbox.

6. Write the steps to insert a scanned photo in a Word document from your computer .

Ans. Step 1 Click on Insert tab.

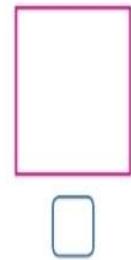
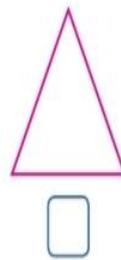
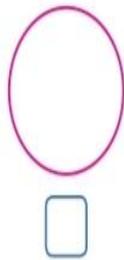
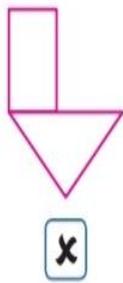
Step 2 Click on the Pictures command.

Step 3 Browse to the location of the picture you wish to insert and select the desired image.

Step 4 Click on the Insert button.

### Tech Twister

A.



B.

2

1

4

5

3

### Competency - based / Application - based question:

Ans 1. Omitted ×

Ans 2. Picture command , Insert tab

