

# ST. ANDREWS SCOTS SCHOOL

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

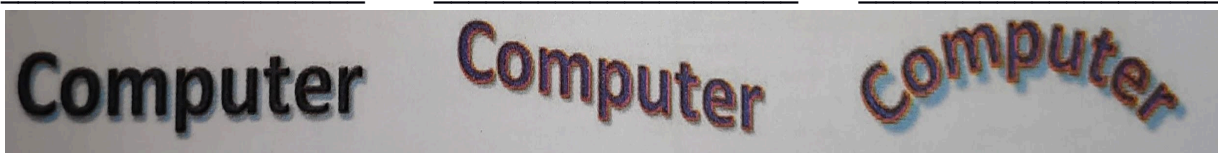
(Session 2025-26)

Subject: Computer

Class: IV

Ch- 2(Worksheet)

Q.1 Identify the different types of Text Effects :



Q.2 Fill in the blanks:

- (i). \_\_\_\_\_ effect gives 3D appearance to the shape.
- (ii). To draw a shape , click on the \_\_\_\_\_ tab.
- (iii). \_\_\_\_\_ consist of photographs , clip art , etc.

Q.3 Question Answers:

- (i). Name the basic types of graphics available in Word.

- (ii). Write steps to insert a WordArt.

Q.4 Write the name of the command to insert the following :

- (i). Rectangle \_\_\_\_\_
- (ii). Saved picture \_\_\_\_\_
- (iii). Decorative text \_\_\_\_\_
- (iv). Symbol \_\_\_\_\_