

# CLASS NOTES

Class: **IV**

Topic: **Objects in MS Word**

(to be written in computer notebook)

Subject: **Computer**

## A. Fill in the blanks.

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1. Non-textual elements of a document are called as objects
2. To maintain an object's proportions, hold down the shift key while resizing it.
3. To remove all applied formatting from a smartArt graphic click Reset Graphic icon.
4. The Format tab appears under Drawing Tools after a shape is selected.
5. WordArt is added to a document from the Text group.

## B. Match the columns

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Elements	Description
1. SmartArt	a. Proportion of the picture's width to height.
2. Lock Drawing Mode	b. .jpeg
3. Aspect ratio	c. Organizational charts.
4. WordArt	d. A feature that applies effects to text.
5. Picture	e. A feature that combines the properties of text and an object.

Answer 1. **c**                      2. **e**                      3. **a**                      4. **d**                      5. **b**

Note: - The Above Content Has Been Absolutely Prepared From Home.

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