

17/11/21  
Wednesday

## Ch-6 [Notes]

Page No.

4

Date

Adding shadows to objects:

Steps:

① Select the object

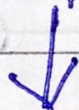


② Format tab



③

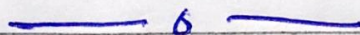
Shape Effects



④ Shape Styles group



⑤ Shadow [check on it]



\* The size, direction and color of shadows can also be changed



# Adding 3-D effects :

Two kinds of effect 3D-Rotation  
Bevel

- 3D Rotation options —
- No Rotation
  - Parallel
  - Perspective
  - Oblique

## Steps :

Format tab  
↓

Shape Effects  
↓

Shape Styles  
↓

You can → 3D Rotation [or Bevel] choose

## Bevel options

- No Bevel
- Bevel



## Pictures :

options available in Pictures are :

- Inserting WordArt
- Inserting Clip Art
- Inserting a picture from a file.

### In WordArt

- formatting WordArt
- Text Fill
- Text Outline
- Text effects  
↓ eg Reflection, Transform



write → Let Us Recall

→ Key words

→ Test Yourself [Page 58]

(A), (B) in copy with  
full answer

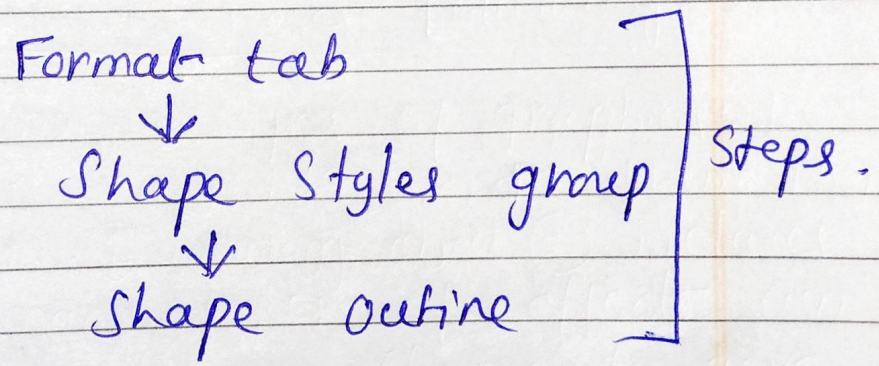
→ check progress [Pg 57]  
in copy



## Answer these Questions:

① How can you change the color of a line around a shape?

Ans: we can change the color of a line around a shape by choosing the Shape Outline command.



② How can you give a 3-D appearance to shapes in MS Word 2010?

Ans: We can give 3-D appearance to shapes in MS Word 2010 by

- 3D Rotation
- Bevel.

> options



Graphics in MS Word 2010

5 Marks

(A) write True/ False [T/F]

① The clip Art folder does not contain readymade pictures or graphics [F]

② We can enter the keyword in the Search for Box to insert the image i.e in clip Art pane. [T]

③ The "Picture" option is in illustration group and insert tab [T]

④ clip Art feature allows creation of stylized text [F]

(B) Match the following : 5 Marks

- |                |                              |
|----------------|------------------------------|
| ① Bevel        | ⑤ readymade shapes ⑤         |
| ② Wordart      | ③ 3-D Rotation ③             |
| ③ 3-D effect   | ① Add thickness ①            |
| ④ MS word 2010 | ④ Huge selection of shapes ④ |
| ⑤ Autoshape    | ② Stylized Text ②            |



## Make words

① WTROADR — Wordart

② ATOUESAPSH — Autoshape

③ BLEVE — Bevel

④ ITNSER BAT — Insert tab

⑤ Answer these following:

① How many types of graphics are there in MS Word. Name them

Ans: 2 types. ① Drawing object ② Pictures

② How many types of effects can be applied to the shapes to give them a 3D-appearance in MS Word 2010 write the names also.

③ write one difference between Word Art and Clip Art.

④ what do you mean by WORDART?

⑤ what does Drawing object include?

⑥ How can you change the outline color of the shape?



② Ans: → Two types of effects can be applied to the shapes to give them a 3-D appearance

① → 3-D Rotation

② → Bevel

③ Ans: Wordart

Clip Art

Q.4

\* It allows creation of stylized text

\* It has readymade pictures and graphics

⑤ Ans: Drawing object include photographs, clip art and so many other features.

The  
⑥ Ans: Outline color of the shape can be changed by clicking on the Shape Outline command.