



TEST YOURSELF

A. Tick (✓) the correct answer.

1. The rotate handle can be used to rotate the picture at any angle.
a. rotate b. color c. delete
2. Color option is present in the Adjust group of commands.
a. Wrapping b. Color c. Cropping
3. Cropping is useful if you want to include a portion of a picture and want to cut out the rest.
a. Cropping b. Formatting c. Wrapping
4. When you crop a picture you cutout portions on the Sides of the picture.
a. sides b. corners c. centre

04/02/22
Friday

Chapter-7

①

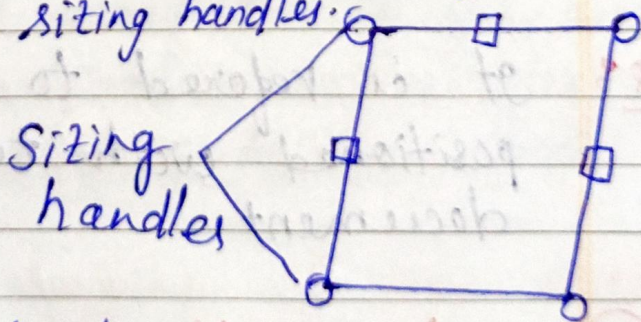
[Formatting graphics in MS Word 2010]

⑧ Answer these questions:

Q ①, ③, ⑤ → Marked in the book.
Please refer the book

Q ② What do you mean by sizing handles?

Ans: After clicking on the picture. The picture corners will have tiny circles and squares in the middle of each side. These are called sizing handles.



* We use it to change the size of the picture in MS Word.

* It will resize the picture proportionally.

Q4: what is cropping?

Ans: The removal of the outer parts of an image to improve framing is called cropping.

* when we crop a picture, we cut out portion from the side/sides of the picture.

Extra Questions

① what do you mean by wrapping text?

Ans: It is referred to how a picture is positioned with text within a document.

② when the cursor turns into a four headed arrow?

Ans: When we move the pointer to the centre of the picture the cursor turns into a four-headed-arrow.



Q(3) What is the use of rotate handle?

Ans: The rotate handle is used to rotate the picture at any angle.

Q(4) Where can you choose the color option?

Ans: The color option is in Format tab → Adjust group [of Command]

Q(5) When cropping of the picture is useful?

Ans: Cropping is useful if you want to include a portion of a picture and want to cut out the rest.

Q(6) What will happen if you crop the picture to a shape?

Ans: If you will crop the picture to a shape, the picture will take the shape that you have selected.

Q 7) where can we find the crop option

Ans: we can find crop option in the Format tab \rightarrow Size group [commands]

Q 8) what do you mean by rotate handle?

Ans: After clicking on the picture, a green circle appear on top of the picture. This is called rotate handle.

Q 9) How can you change the size of the picture in MS word?

Ans: we can change the size of the picture in MS word with the help of sizing handles.

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(7)
Working with colors and the image in MS Paint
Chapter - 4

Important
for exams

Short cut Key :

- ① Flip / Rotate \rightarrow Ctrl + R
- ② Stretch / Skew \rightarrow Ctrl + W
- ③ Attributes \rightarrow Ctrl + E
- ④ Clear image \rightarrow Ctrl + Shift + N

B) Answer these questions :

① What are Basic colors ?

Ans: * Basic colors are colors available in paint other than the colors on the color box.

* There are 48 basic colors.

② Define color matrix ?

Ans: Color matrix is the color patch open on the right side of (Edit color window) expands

Q (3) Write the steps to flip or rotate an image.

Ans: Steps:

① In the **Toolbox** click on one of the selection tool

② Draw a Box around the image you want to **FLIP** or **ROTATE**

③ You can click
 FLIP OR ROTATE OPAQUELY
 FLIP OR ROTATE TRANSPARENTLY

Q (4) What is the use of the Stretch/Skew option of the Image menu?

Ans: * Stretch is to enlarge an image or part of it

* Skew is to tilt the image at an angle

Q5) What are the two methods to increase the size of the work area?

Ans: We can increase the size of the work area by

→ Attributes option

→ Resize handles.

Q6) How can you erase all the images from the work area?

Ans: We can erase all the images from the work area by clicking

clean Image option → Image menu



TEST YOURSELF

A. Tick (✓) the correct answer.

- We use this to adjust the lightness or darkness of the selected color.
a. Cursor b. Arrow c. Slider
- You can turn or rotate an image or a part of it using the
a. Flip/Rotate. b. Stretch/Skew. c. Attributes option.
- For changing the size of the work area use the _____ option of the Image menu.
a. Flip/Rotate b. Attributes c. Stretch/Skew
- To erase all the images from the work area, on the Image menu, click on
a. Clear Image. b. Invert colors. c. Attributes.

B. Answer these questions.

- What are Basic colors?
- Define color matrix.
- Write the steps to flip or rotate an image.
- What is the use of the Stretch/Skew option of the Image menu?
- What are the two methods to increase the size of the work area?
- How can you erase all the images from the work area?

Tick (✓) the correct statements and put a cross (X) against the wrong ones.

1. The upper part of the Edit Colors window contains eighty-four colors.
2. The color created by you appears in the color box as the foreground color.
3. An image can be rotated by 45° .
4. We can skew an image diagonally.

X

✓

X

X