

ST. ANDREWS SCOTS SR. SEC. SCHOOL

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Session: 2026- 27

Class- IV

Subject- Computer

L-3(Word 2016 - An introduction)

Quiz Bee (Pg. 29)

1. Wrap text

Assess Yourself (Pg.31)

1. (✓) the correct option

- a (i) Format
- b (iii) insert
- c (i) Resize handles
- d (iv) All of these

2. Fill in the blanks using the words given

- a Rotate
- b Insert
- c Wrapping
- d Word Art

3.State whether the statement is true or False.

- A False
- B True
- C True
- D False

4. Answer the following Questions:

a. Under which tab, we can format a shape. ?

Ans. We can format a shape under format tab.

b. What steps are needed to insert WordArt into a Word document?

Ans. To apply WordArt to our document, follow the given steps:

1 Click on the Insert tab.

2 Click the WordArt option.

3 Select the WordArt style.

4 Type your text in the text box to apply Word Art effect .

c. How can we insert an Online image in our document?

Ans. To insert Online images, follow these steps:

1 Click on Insert tab.

2 Click on the Online Pictures option.

3 Type desired keyword in the Bing Image Search box and press the Enter key.

4 Select the picture that you want to insert.

5 Click on the Insert button.

d. Describe how to place text inside a shape in a document.

Ans. To add text into a shape, follow the given steps:

1 Select the shape and right-click on it.

2 Choose the Add Text option.

3 Type the desired text.

5. Application Based questions.

a. Devika can use the Insert tab to add pictures to her article.

b. To adjust the text wrapping settings, Lisa can follow the given steps:

1 Click on the picture to select it.

2 Click the Wrap Text option.

3 Select any Wrap Text style for the picture.

