

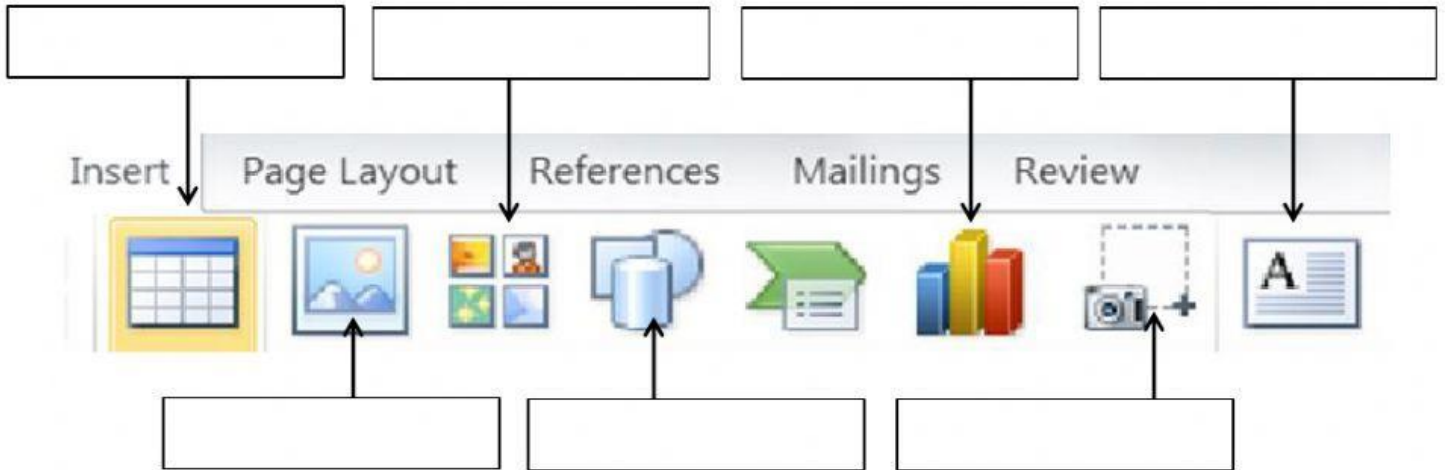
Name: _____

Date: _____

TOPIC: INSERTING OBJECTS IN MICROSOFT WORD

A. Name the objects in the Insert tab

Picture	Text Box	Table	Shapes
Chart	SmartArt	Clipart	Screenshot



B. Match the tools below with its functions

- | | |
|---|---|
| <hr/> <input type="checkbox"/> Insert a table into a document | <hr/> <input type="checkbox"/> SmartArt |
| <hr/> <input type="checkbox"/> Insert a box for typing text | <hr/> <input type="checkbox"/> Pictures |
| <hr/> <input type="checkbox"/> Insert ready-made charts and graphs | <hr/> <input type="checkbox"/> Clipart |
| <hr/> <input type="checkbox"/> Inserts photos or other graphics into a document | <hr/> <input type="checkbox"/> Table |
| <hr/> <input type="checkbox"/> Insert ready-made lists and diagrams | <hr/> <input type="checkbox"/> Shapes |
| <hr/> <input type="checkbox"/> Insert shapes such as rectangles, ovals and triangle | <hr/> <input type="checkbox"/> Text Box |
| <hr/> <input type="checkbox"/> Insert Clipart from the clipart library | <hr/> <input type="checkbox"/> Charts |