

Practice 5 – Inserting Objects in Microsoft Word

Read and choose the correct answer in the box.

graphs	library	objects	diagrams	pictures
'Insert'	photos	document	box	shapes

- 1) Microsoft Word allows to insert different kinds of _____ into a document.
- 2) Some objects include tables, _____ and clipart.
- 3) Objects such as tables, photographs and clipart are inserted into Microsoft Word using the _____ toolbar.
- 4) Tables: To inserts a table into a _____.
- 5) Picture: Inserts _____ or graphics into a document.
- 6) Clipart: Inserts clipart from the clipart _____.
- 7) Shapes: Inserts _____ such as rectangles, oval and triangles.
- 8) SmartArt: Inserts ready-made lists and _____.
- 9) Chart: Inserts ready-made charts and _____.
- 10)Text Box: Inserts a _____ for typing text.