

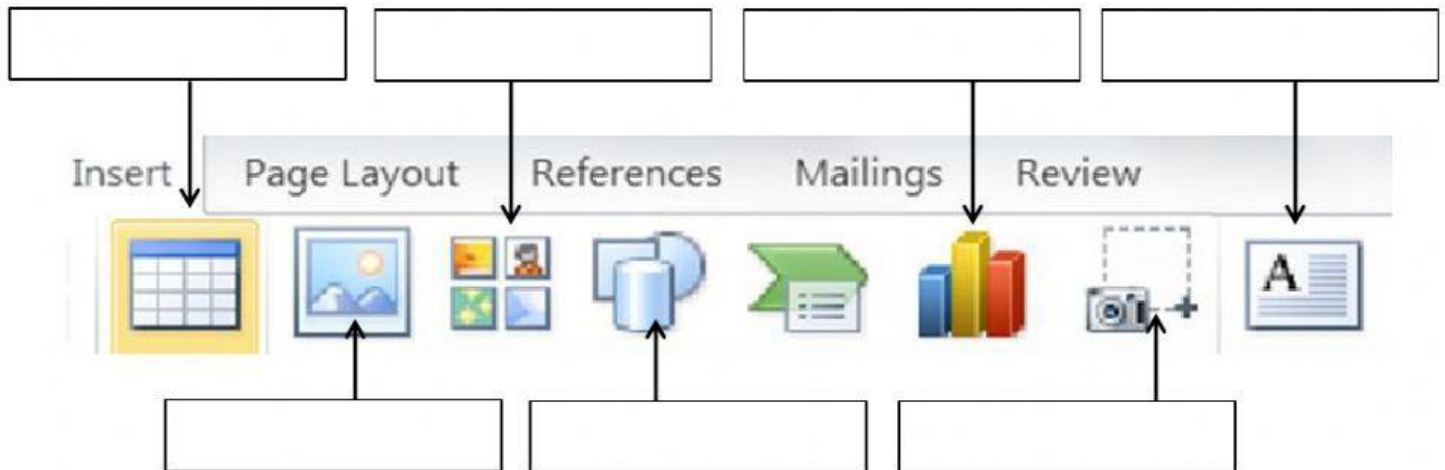
Name: _____

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

- Insert a table into a document ☐
- Insert a box for typing text ☐
- Insert ready-made charts and graphs ☐
- Inserts photos or other graphics into a document ☐
- Insert ready-made lists and diagrams ☐
- Insert shapes such as rectangles, ovals and triangle ☐
- Insert Clipart from the clipart library ☐

- ☐ SmartArt
- ☐ Pictures
- ☐ Clipart
- ☐ Table
- ☐ Shapes
- ☐ Text Box
- ☐ Charts