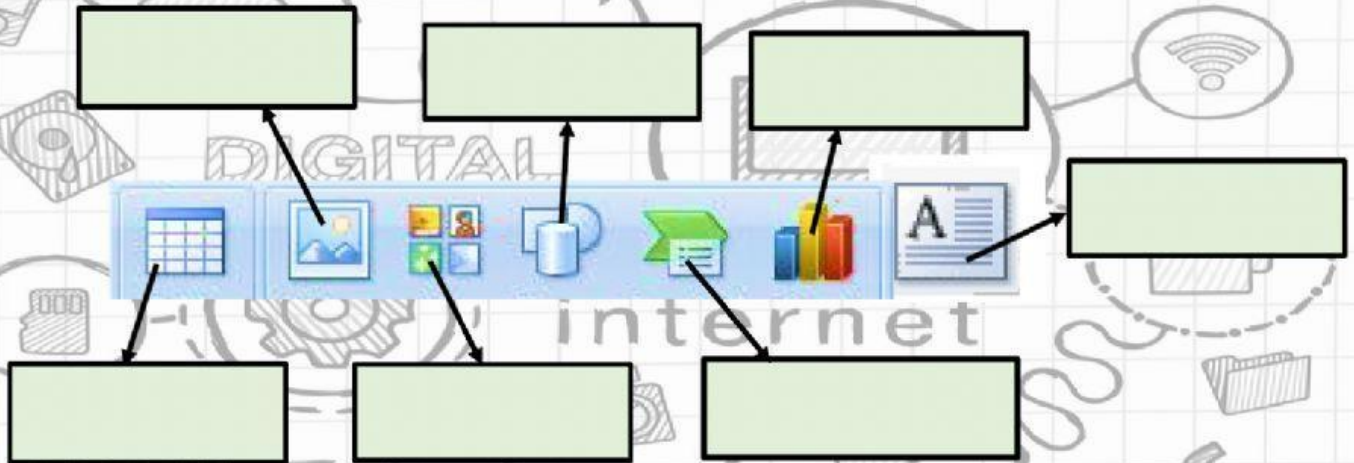


Practice 6 – Inserting Objects in Microsoft Word

A) Read and choose the correct answer in the box.

shapes	chart	table	clipart
picture	Text box	smartart	



B) Choose and drag the correct answer.

Inserts clipart from the library.

To inserts a table into a document.

Inserts ready-made charts and graphs.

Inserts shapes in document.

Insert ready-made lists and diagrams

Inserts photos or other graphics.

Inserts photos or other graphics.

Table	
Picture	
Clipart	
Shapes	
SmartArt	
Chart	
Text box	