Practice 7 – Inserting Objects in Microsoft Word

A) Match the pictures with its shadow.







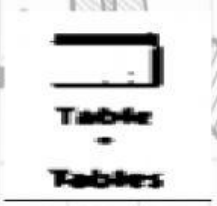






















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B) Type **TRUE** for the correct statement or **FALSE** for the wrong statement.

1) Microsoft Word allows to insert different kinds of objects into a document.

2) Some objects include tables, chairs, spoon and clipart.

3) Objects such as tables, photographs and clipart are inserted into Microsoft Word using the 'Insert' toolbar.

4) Tables: To hide a table into a document.

5) Picture: Inserts photos or graphics into a document.

6) Clipart: Inserts clipart from the clipart toolbar.

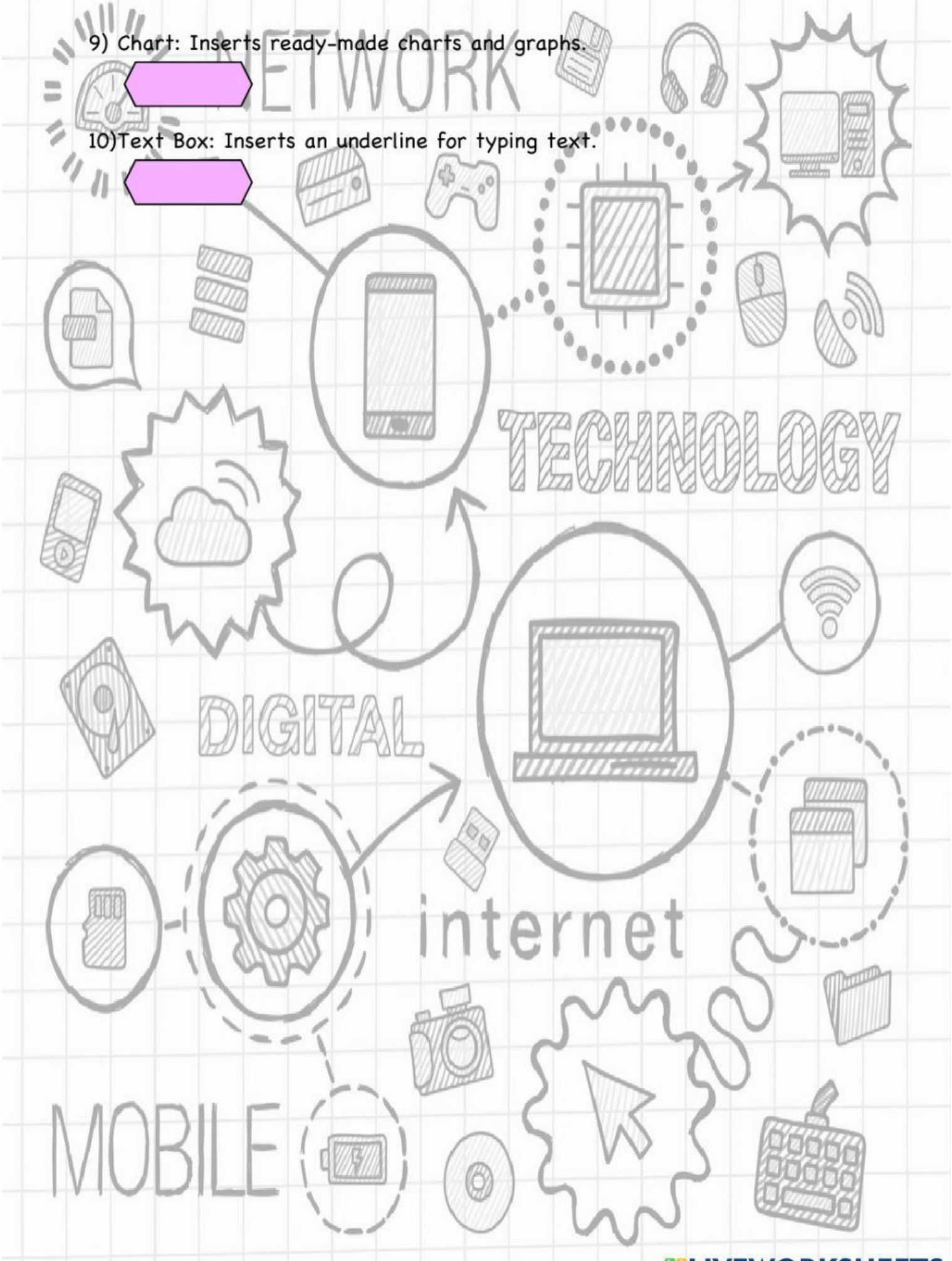
7) Shapes: Inserts shapes such as rectangles, oval and triangles.

8) SmartArt: Throw ready-made lists and diagrams.

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9) Chart: Inserts ready-made charts and graphs.

10)Text Box: Inserts an underline for typing text.



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