CLASS -4TH – IT CLASS TEST

Q1. Keyboard shortcuts :

a) Select the entire form

b) Copy the text

c) Cut the text

Q2. Which of the following is a placeholder used to enter text?

a) Wordart b) text box c) Smartart

Q3. The shapes option is present on the home tab. True/False

Q4. The _____tab under picture tools appears when you click on the inserted picture .

HINT: (Format/ insert)

Q5. How will you insert Smartart in a document ?

Q6. What is wordArt?