

Azaan International School

Grade: V

Worksheet

Subject: Computer Science

Name: _____ Date: _____ Roll No: ____ Sec: _____

Chapter 2: Inserting Pictures and Tables in MS Word 2016

A. Fill in the blanks

1. _____ is a collection of visual elements which enable a user to represent information clearly
2. We use the online pictures to insert _____ in the document
3. Shapes option in the illustrations group is under the _____ tab
4. _____ help us convey information in a better way.
5. In a MS word document, a table can be inserted using the _____ tab

B. State whether the following statements are true or false

1. Pictures allow us to insert images only from our computer ()
2. When you double click on SmartArt, the design and format tabs open ()
3. MS word allows user to use the current system time or date as header or footer()
4. Table option is found under Home tab ()
5. You cannot add new columns in a table ()

C. Answer the following questions

1. What do you mean by header and footer in MS word?

2. What is watermark feature in MS word?

3. What is the use of tables in MS word?
