



Choose the correct answer

1. Which of the following options is not in the Insert menu?

- | | |
|-------------|---------------|
| 1. Chart | 2. Table |
| 3. Clip Art | 4. Page color |

2. Which operation you will perform to insert picture file from a storage device?

- | | |
|-------------------|-------------------|
| 1. Add a chart | 2. From file |
| 3. Online picture | 4. Insert picture |

3. Can text be typed inside a shape

1. No, so make it transparent and place it over text
2. No, you must add a text box to the shape
3. Yes, just click the center of the shape and start typing
4. None of These

4. To add clipart to a document, click on the _____ menu and then click on the word _____ in the menu

- | | |
|--------------------|--------------------|
| 1. Insert, clipart | 2. Format, Picture |
| 3. Picture, Insert | 4. tool, Insert |

5. Is it Possible to change the date in a chart 1. True 2] False

