Microsoft Word 2016

Module 10 – Graphics

Q & A  
(see answers on page 2)

1. To insert Clipart:
   1. Click on the **Home** tab, **Pictures**
   2. Click on the **Home** tab, **Online Pictures**
   3. Click on the **Insert** tab, **Online Pictures**
   4. None of the above
2. When inserting clipart, Word uses Bing to do an image search. It returns the images labeled with a Creative Commons license.
   1. Creative Commons means that the user has permission to use and edit the picture
   2. Creative Commons means that the user does not have permission to use and edit the picture
3. To insert a clipart object or picture into a document with text:
   1. Select where in the document the object should be inserted, then insert the object. The text will automatically wrap around the object.
   2. Select where in the document the object should be inserted, then insert the object. Text wrapping options can then be chosen from the Picture Tools contextual tab.
   3. Cannot insert an object into a document with existing text
4. To remove the background from a picture,
   1. Select the picture, click on the **Picture Tools** contextual tab, then choose **Remove Background**
   2. Select the picture, click on the **Picture Tools** contextual tab, then choose **Edit**
   3. Select the picture, click on the **Picture Tools** contextual tab, then choose **Change background**
   4. Cannot remove a background from a picture
5. Clipart and Pictures can be:
   1. Edited
   2. Change the size
   3. Rotated
   4. All of the above

Answer Key

1. C

2. A

3. B

4. A

5. D