

Name:

Roll No:

Class: Section:

Date:

WORD PROCESSOR—TABULAR REPRESENTATION

Chapter-3

A. Tick (✓) the correct option.

- Tables group is present in the tab.
 a. Insert ☐ b. Symbols ☐ c. Layout ☐
- Which of these is horizontal and vertical arrangement of text?
 a. cell ☐ b. column ☐ c. table ☐
- What is the intersection of a row and column in a table called?
 a. Border ☐ b. Table ☐ c. Cell ☐
- Which of the following commands is used to add shading to the cells?
 a. Border ☐ b. Shading ☐ c. Table styles ☐

B. Write 'T' for true and 'F' for false.

- Press Shift + Del keys to move the selected rows/columns.
- Move Table Handle is used to move a table to another location.
- Splitting refers to combining of two or more cell into two or more cells.
- AutoFit Content option adjusts the column width according to the data entered.
- We cannot apply the border to a cell in a table.

C. Fill in the blanks using the hints given below:

Hints: Table Styles, Merge Cells, Table, Resizing

- A can be useful in enhancing your document.
- The command is used to merge the cells.
- a table means to increase and decrease the size of a table.
- With feature, you can format an entire table quickly.