

Name: .....

Roll No: .....

Class: ..... Section: .....

Date: .....

## WORD PROCESSOR—TABULAR REPRESENTATION

### Chapter-3

#### A. What are these icons used for in MS Word 2010?

1.  .....
2.  .....
3.  .....
4.  .....
5.  .....

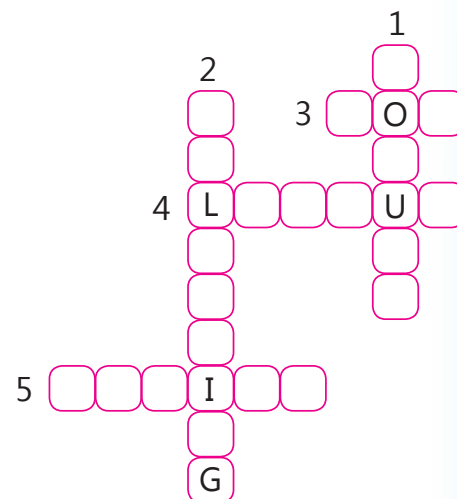
#### B. Solve the crossword using the hints given below:

##### Down:

1. Vertical arrangement of cells in a table
2. Process of dividing one cell into two or more cells

##### Across:

3. Horizontal arrangement of cells in a table
4. Tab used to insert more rows or columns in a table
5. Process of changing position of a table



#### C. Number the steps to delete a column from a table.

- ☐ Click on the **Layout** tab.
- ☐ Select the column which you want to delete.
- ☐ From the drop-down list, choose **Delete Columns** option.
- ☐ Click on the **Delete** command.