

Name:

Roll No:

Class: Section:

Date:

WORD PROCESSOR—TABULAR REPRESENTATION

Chapter-3

A. Tick (✓) the correct option.

1. Tables group is present in the which tab?

a. Insert

☐

b. Symbols

☐

c. Layout

☐

2. Which of these is horizontal and vertical arrangement of text?

a. cell

☐

b. column

☐

c. table

☐

3. What is the intersection of a row and column in a table called?

a. Border

☐

b. Table

☐

c. Cell

☐

4. 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.

1. Press Shift + Del keys to move the selected rows/columns.

2. Move Table Handle is used to move a table to another location.

3. Splitting refers to combining of two or more cell into two or more cells.

4. AutoFit Content option adjusts the column width according to the data entered.

5. 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

1. A can be useful in enhancing your document.

2. The command is used to merge the cells.

3. a table means to increase and decrease the size of a table.

4. With feature, you can format an entire table quickly.