

## **WORKSHEET**

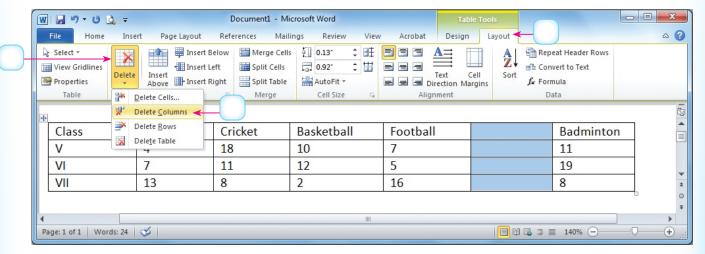


Name:	Roll No:
Class: Section:	Date:

## WORD PROCESSOR—TABULAR REPRESENTATION

Chapter-3

A. Label the steps in the following window to delete columns.



## B. Answer the following questions:

What is a table?

	• • • • • • • • • • • • • • • • • • • •	 •	

What do you mean by merging cells?

- .....
- 3. What is the use of Table Sytles feature?
- 4. Write the steps to resize a table?
- 5. Why we use border and shading in a table?

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Grade:	$\stackrel{\wedge}{\bowtie}$	$\stackrel{\wedge}{\boxtimes}$	$\searrow$	$\searrow$	$\stackrel{\wedge}{\boxtimes}$

Teacher's Signature: .....