

Name:

Roll No:

Class: Section:

Date:

WORD PROCESSOR—TABULAR REPRESENTATION

Chapter-5

A. Tick (✓) the correct option.

1. The option to create a table is present under tab.
 a. Home ☐ b. Insert ☐ c. Format ☐
2. refers to dividing one cell in a table into two or more cells.
 a. Merging ☐ b. Splitting ☐ c. Moving ☐
3. A is horizontal and vertical arrangement of text.
 a. cell ☐ b. column ☐ c. table ☐

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

Hints: design, layout, merging, resizing

1. a table means to increase and decrease the size of a table.
2. refers to combining two or more cells.
3. Options for inserting rows and columns are available in the tab.
4. Table styles are available under tab on the ribbon.