

Worksheet

Name:
Roll No: Class: Section:
Date:

CREATING TABLES IN LIBREOFFICE WRITER

Chapter-4

A. Tick (✓) the correct option.

- Under which menu align option is found?
a. Edit ☐ b. Insert ☐ c. Format ☐
- refers to the process of combining two or more cells into one cell.
a. Merging ☐ b. Splitting ☐ c. Moving ☐
- 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: table, cell address, Splitting, resizing

- a table means to increase and decrease the size of a table.
- refers to dividing one cell in a table into two or more cells.
- A is an arrangement of text in the form of columns and rows.
- The is embedded within less than (<) and greater (>) than symbol.

C. Answer the following questions.

- What is a table?
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- Which menu is used to convert text into the table?
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- How can you enter the data into a table?
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