

Worksheet

1

Name:

Roll No: Class: Section:

Date:

CREATING TABLES IN LIBREOFFICE WRITER

Chapter-4

A. Tick (✓) the correct option.

- Which of the these is used to divide one cell into two or more cells in a table?
a. Merging ☐ b. Splitting ☐ c. Moving ☐
- A is horizontal and vertical arrangement of text.
a. cell ☐ b. column ☐ c. table ☐
- The intersection of a row and a column in a table is called a
a. Border ☐ b. Table ☐ c. Cell ☐
- Which of the following option is used to add background to the cells?
a. Color ☐ b. bitmap ☐ c. Table styles ☐
- means changing the height of rows and width of columns.
a. Merging ☐ b. Resizing ☐ c. Splitting ☐
- In which menu Align option is found?
a. Tools ☐ b. Styles ☐ c. Format ☐

B. Complete the steps to apply background to the table.

- Step 1** a table.
- Step 2** Click on menu.
- Step 3** Click on option.
- Step 4** A dialog box appears. Click on tab.
- Step 5** Click on option.
- Step 6** Choose desired colour from the
- Step 7** Click on button.