

Worksheet

1

Name:

Roll No: Class: Section:

Date:

WORD PROCESSOR—TABULAR REPRESENTATION

Chapter-3

A. Tick (✓) the correct option.

- Tables group is present in the which tab?

a. Insert	☐	b. Symbols	☐
c. Layout	☐	d. All of the above	☐
- Splitting refers to two or more cells.

a. combining	☐	b. dividing	☐
c. deleting	☐	d. resizing	☐
- The intersection of a row and column is called

a. Border	☐	b. Table	☐
c. Cell	☐	d. None of these	☐
- Which of the following commands is used to add shading to the cells?

a. Border	☐	b. Shading	☐
c. Table styles	☐	d. None of these	☐

B. Write 'T' for true and 'F' for false.

- Press Shift + Del keys to move the selected rows/columns.
- Move Table Handle is used to move a table to another location.
- Splitting refers to combining of two or more cell into two or more cells.
- We cannot apply the border to a cell in a table.

C. Fill in the blanks.

- A can be useful in enhancing your document.
- The command is used to merge the cells.
- a table means to increase and decrease the size of a table.
- With feature, you can format an entire table quickly.