

Worksheet

2

Name:

Roll No: Class: Section:

Date:

WORD PROCESSOR—TABULAR REPRESENTATION

Chapter-3

A. What are these icons used for in Word 2010?

1. 
2. 
3. 
4. 
5. 

B. Read the given clues and answer the following questions.

1. It is horizontal arrangement of cells in a table.
.....
2. It is an arrangement of text in the form of columns and rows.
.....
3. It refers to combining of two or more cells into one cell.
.....
4. It enhances the look and feel of the table.
.....
5. It refers to dividing one cell into two or more cells.
.....

C. Number the steps to delete a column from a table.

- ☐ Click on the **Layout** tab.
- ☐ Select the column which you want to delete.
- ☐ From the drop-down list, choose **Delete Columns** option.
- ☐ Click on the **Delete** command.