

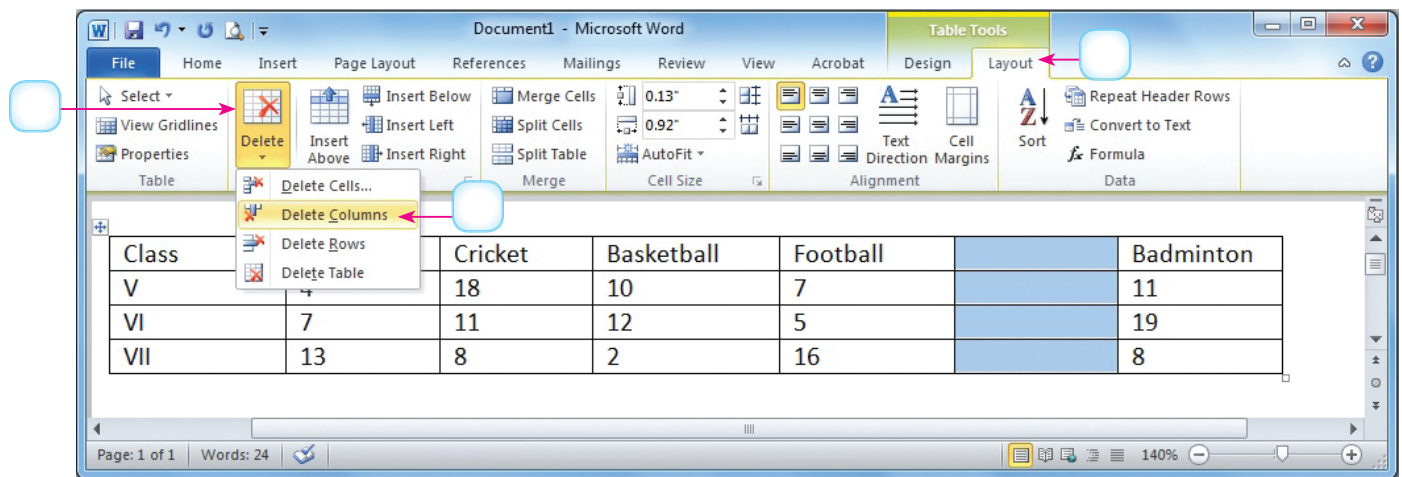
# Worksheet

Name: .....  
Roll No: ..... Class: ..... Section: .....  
Date: .....

## WORD PROCESSOR—TABULAR REPRESENTATION

### Chapter-3

#### A. Label the steps in the following window to delete columns.



#### B. Answer the following questions:

- What is a table?  
.....  
.....
- What do you mean by merging cells?  
.....  
.....
- What is the use of Table Styles feature?  
.....  
.....
- Write the steps to resize a table?  
.....  
.....
- Why we use border and shading in a table?  
.....  
.....