

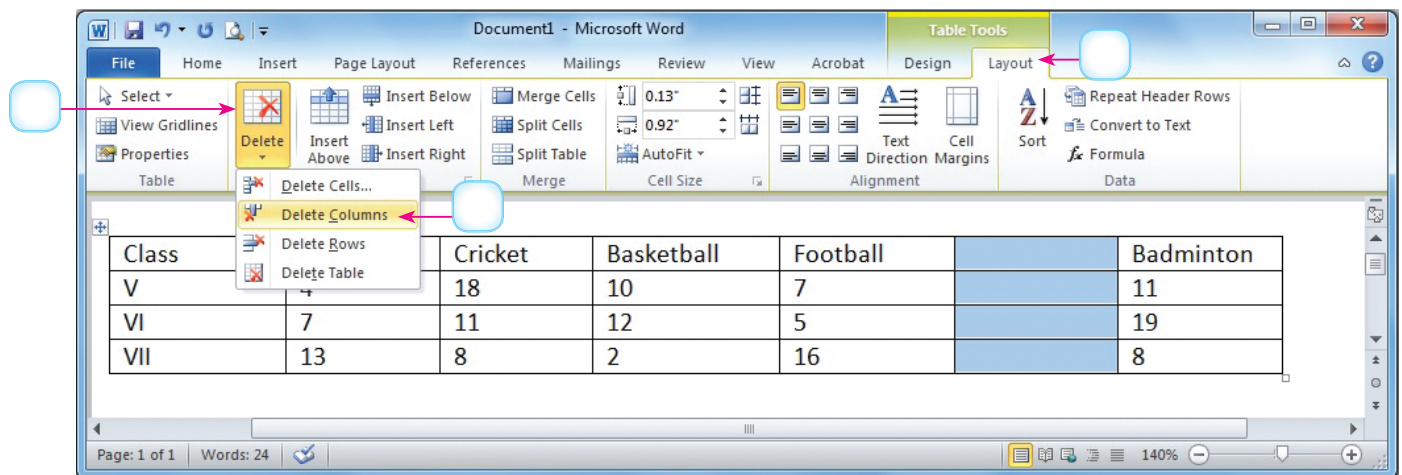
Worksheet

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