

Worksheet

Name:

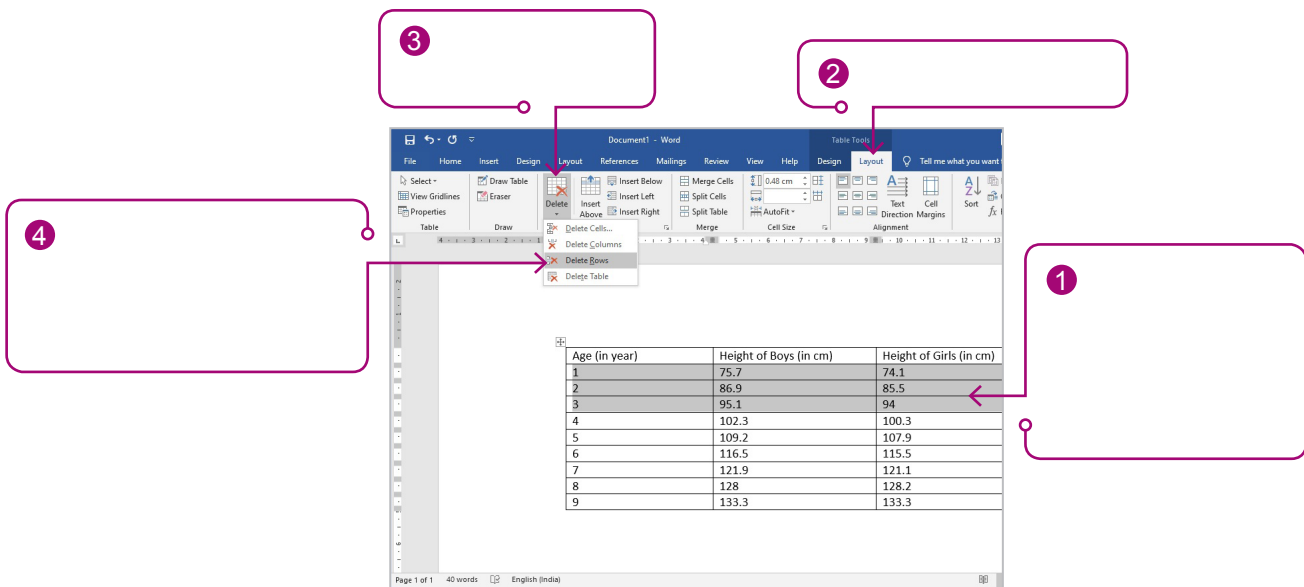
Roll No: Class: Section:

Date:

WORD PROCESSOR—TABULAR REPRESENTATION

Chapter-3

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



B. Answer the following questions:

1. What is a table?

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2. What do you mean by merging cells?

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3. What is the use of Table Styles feature?

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4. Write the steps to resize a table?

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5. Why we use border and shading in a table?

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