

Worksheet

Name:

Roll No: Class: Section:

Date:

WORD PROCESSOR–TABULAR REPRESENTATION

Chapter-3

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

1. Select the column to be deleted.

2. Click the 'Delete' button in the 'Table' group of the 'Layout' tab.

3. Click 'Delete Columns' in the dropdown menu.

4. The column is deleted.

Age (in year)	Height of Boys (in cm)	Height of Girls (in cm)
1	75.7	74.1
2	86.9	85.5
3	95.1	94
4	102.3	100.3
5	109.2	107.9
6	116.5	115.5
7	121.9	121.1
8	128	128.2
9	133.3	133.3

B. Answer the following questions:

1. What is a table?

.....

.....

2. What do you mean by merging cells?

.....

.....

3. What is the use of Table Styles feature?

.....

.....

4. Write the steps to resize a table?

.....

.....

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

.....

.....