

# Worksheet

1

Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## WORD PROCESSOR—TABULAR REPRESENTATION

### Chapter-3

#### A. Tick (✓) the correct option.

- Tables group is present in the which tab?
 

a. Insert	<input type="checkbox"/>	b. Symbols	<input type="checkbox"/>
c. Layout	<input type="checkbox"/>	d. All of the above	<input type="checkbox"/>
- Splitting refers to ..... two or more cells.
 

a. combining	<input type="checkbox"/>	b. dividing	<input type="checkbox"/>
c. deleting	<input type="checkbox"/>	d. resizing	<input type="checkbox"/>
- The intersection of a row and column is called .....
 

a. Border	<input type="checkbox"/>	b. Table	<input type="checkbox"/>
c. Cell	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- Which of the following commands is used to add shading to the cells?
 

a. Border	<input type="checkbox"/>	b. Shading	<input type="checkbox"/>
c. Table styles	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>

#### B. Write 'T' for true and 'F' for false.

- Press Shift + Del keys to move the selected rows/columns. ....
- Move Table Handle is used to move a table to another location. ....
- Aligning refers to combining of two or more cell into two or more cells. ....
- We cannot apply the border to a cell in a table. ....

#### C. Fill in the blanks.

**Hints:** AutoFormat, Template, Resizing, Merge

- A ..... can be useful in enhancing your document.
- The ..... command is used to merge the cells.
- ..... a table means to increase and decrease the size of a table.
- With ..... feature, you can format an entire table quickly.