Worksheet

2

WORD PROCESSOR—TABULAR REPRESENTATION

Chapter-3

Class -6

A. What are these icons used for in Word?

1. [Shading] ....

2. [Borders] ....

3. [AutoFit] ....

4. [table icon] ....

5. [table icon] ....

B. Read the given clues and answer the following:

1. It is horizontal arrangement of cells in a table.

....

2. It is an arrangement of text in the form of columns and rows.

....

3. It refers to combining of two or more cells into one cell.

....

4. It enhances the look and feel of the table.

....

5. It refers to dividing one cell into two or more cells.

....

C. Number the steps to delete a column from a table.

☐ Click on the Layout tab.

☐ Select the column which you want to delete.

☐ From the drop-down list, choose Delete Columns option.

☐ Click on the Delete command.

Grade: ★ ★ ★ ★ ★

Teacher's Signature: ....