

Name: _____

Roll No: _____

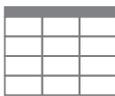
Class: _____ Section: _____ Date: _____

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A. Tick (✓) the correct option.

- Which tab is used to split the cell into multiple cells?
 - Home
 - Insert
 - Layout
- adds thickness and rounded edges to the shapes.
 - Bevel
 - 3-D Rotation
 - None
- The gallery includes a wide variety of pictures.
 - WordArt
 - ClipArt
 - Picture

B. Match the following.

-  a. Shapes
-  b. Deleting row or column
-  c. Picture
-  d. Inserting Table

C. Write 'T' for true and 'F' for false.

- The Shapes command can be found in the Insert tab.
- You cannot change the height of a row in a table.
- Merging refers to combining two or more cells into a single cell.
- Solid is a shape fill which give only one colour in the given shape.