ORANGE

WORKSHEET ①

TOUCHPAD

PLUS Ver. 3.2

Chapter-3

CLASS 5

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

CREATING TABLES IN LIBREOFFICE WRITER

A. Tick (✓) the correct option.

1. What are the horizontal lines in a table called?

   a. Columns ☐   b. Rows ☐

   c. Cells ☐   d. Boxes ☐

2. What is the point where a row and a column meet called?

   a. Box ☐   b. Table ☐

   c. Cell ☐   d. Grid ☐

3. In a cell address, what does the letter represent?

   a. Row ☐   b. Sheet ☐

   c. Column ☐   d. Formula ☐

4. .... means changing the height of rows and width of columns.

   a. Merging ☐   b. Resizing ☐

   c. Splitting ☐   d. Alignment ☐

B. Complete the steps to apply background to the table.

Step 1   .... a table.

Step 2   Click on .... menu.

Step 3   Click on .... option.

Step 4   A .... dialog box appears. Click on .... tab.

Step 5   Click on .... option.

Step 6   Choose desired colour from the ....

Step 7   Click on .... button.

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____