ORANGE

WORKSHEET ②

TOUCHPAD
PLUS Ver. 3.2

Chapter-3

CLASS 5

CREATING TABLES IN LIBREOFFICE WRITER

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

1. Tab key is pressed to move to the adjacent cell. ....

2. The row is referred to by a number. ....

3. We cannot change the height of a row in a table. ....

4. Merging refers to combining two or more cells into a single cell. ....

5. LibreOffice Writer does not allow you convert text into the table. ....

6. Column is referred by number and the row is referred by letter. ....

7. Table Properties Toolbar located at just above the Status bar. ....

B. Answer the following questions:

1. List the alignment options.

   ....

2. Which menu is used to apply border to the entire table.

   ....

3. What is the use of Split Cells feature?

   ....

4. What is the use of Merging Cells feature?

   ....