

Multiple Choice Questions

1. On inserting a table in document, design and _____ tabs open.
(a) View ~~(b) Layout~~ (c) Insert
2. Tables group is present in _____ tab.
~~(a) Insert~~ (b) Home (c) Layout
3. A small plus sign with double headed arrows at the left corner of the table is _____ Handle.
(a) Table resize (b) Table add ~~(c) Table move~~



EXERCISES

A. Choose the correct option and write in the space provided.

1. Borders and Shading options are present in _____ group.
 (a) Background (b) Table Styles (c) Show/Hide
2. Table Styles are present in _____ tab.
 (a) Design (b) Layout (c) Insert
3. Print Layout option is present in _____ tab.
 (a) Insert (b) Home (c) View
4. A _____ is a combination of vertical series of cells in a table.
 (a) Row (b) Column (c) Border
5. A _____ is a rectangular area formed by intersection of a row and a column.
 (a) Table (b) Cell (c) Column

B. Fill in the blanks.

- Splitting
- Print current page
- table
- Picture
- Table resize handle
- Text
- Tab

1. A small square at the right corner of the table is table resize handle.
2. Dividing a cell into multiple cells is called Splitting.
3. You can also insert a picture and text watermark in your document.
4. tab key is used to move to the next cell in a row.
5. A table consists of rows and columns.
6. Print current page option prints the page where the cursor is placed.

C. Tick the (✓) correct and Cross (X) the wrong ones.

1. You cannot give the range of pages of a document for printing.
2. Watermarks are also used in the form of logo.
3. Print preview option is used to view the document before printing.
4. Using the table feature, you can make your timetable.
5. You cannot add numeric data in a table.
6. You cannot split cells after merging them.

- X
- ✓
- ✓
- ✓
- X
- X

F. Quiz

Identify the icons given below and write their names in the space provided.

1.



Draw table

2.



Eraser

3.



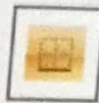
Delete

4.



Shading

5.



Bottom border

6.



Formula

7.



Split table

8.



Insert above

9.



Properties

G. Puzzle

Read the following clues and search the 7 words in the grid shown alongside. Search downward, across and diagonally.

1. It consists of rows and columns. Table

2. A vertical division in table. column^s

3. A horizontal division in table. rows

4. A rectangular unit. cell

5. It is a picture or text in faded manner. Water mark

6. Name of two tabs which opens on inserting a table. Design, layout

W	T	L	H	F	C	R	Y
L	A	Y	O	U	T	S	Z
A	B	T	I	G	D	T	Q
B	L	D	E	S	I	G	N
S	E	K	J	R	O	W	A
W	C	O	L	U	M	N	B
A	E		L	Q	P	A	O
G	L	W	A	G	H	I	R
O	L	E	F	K	L	M	N