



# ST. LAWRENCE HIGH SCHOOL



A Jesuit Christian Minority Institution

## WORKSHEET -1

**Topic – Merging, splitting of cells, Adding rows/cols ,increasing row height/column width**

Subject: COMPUTER      Class - 6

F.M:15

Chapter: MS Word: Tables

Date: 02/05/2020

### **Choose the correct answer for each question**

**15x1=15**

1. What are the vertical sections of a table called?
  - a. Columns
  - b. Rows
  - c. Cells
  - d. Grid
2. What are the horizontal sections of a table called?
  - a. Columns
  - b. Rows
  - c. Cells
  - d. Grid
3. Individual boxes in a table are referred to as:
  - a. Cells
  - b. Boxes
  - c. Rows
  - d. Columns
4. The lines that outline and divide boxes in a table are referred to as:
  - a. Shading
  - b. Borders
  - c. Style
  - d. Cells

5. Combining two or more cells to make one is called:

- a. Combining
- b. Joining
- c. Merging
- d. Creating

6. Applying a color background to a cell is called:

- a. Painting
- b. Coloring
- c. Shading
- d. Styling

7. The main purpose of using tables in documents is to:

- a. Create extra work
- b. Organize information
- c. Add decoration to a document
- d. None of the above

8. Which tab should we click to add a table to the document?

- a. Home
- b. Edit
- c. Layout
- d. Insert

9. In how many ways can we add a table to the document?

- a. Three
- b. One
- c. Two
- d. none of these

10. What is a grid of rows and columns used to display and organize information?

- a. Chart
- b. Report

c. Table

d. Letter

11. Columns and/or rows cannot be added to a table once it is created.

a. True

b. False

c. Depends on table

d. None of these

12. Minimum number of rows and columns in a table:

a. 1 X 2

b. 2 X 1

c. 1 X 1

d. 2 X 2

13. \_\_\_\_\_ tab should be clicked to add rows or columns in MS Word.

a. Insert

b. Layout

c. Design

d. Home

14. Which group do we go to insert rows or columns in a table?

a. Rows & Columns

b. Merge

c. Table styles

d. Cell size

15. To increase row height we click \_\_\_\_\_ tab.

a. Home

b. Layout

c. Design

d. Insert