



ST. LAWRENCE HIGH SCHOOL



A Jesuit Christian Minority Institution

WORKSHEET -5(Answer Key)

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: 30/01/2021

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

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