



ST. LAWRENCE HIGH SCHOOL



A Jesuit Christian Minority Institution

WORKSHEET -1(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: 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